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SECRETARY OF THE AIR FORCE**



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1 AUGUST 1997**

**AIR FORCE MATERIEL COMMAND  
Supplement 1**

**26 FEBRUARY 1998**

**Civil Engineering**

**HAZARDOUS MATERIALS MANAGEMENT**

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This instruction implements Air Force policy directive (AFPD) 32-70, *Environmental Quality*, July 1994; AFPD 23-2, *Supplies and Materiel Management*; June 1993; and AFPD 91-3, *Occupational Safety and Health*, September 1993. It establishes procedures and standards that govern management of hazardous materials (HAZMAT) throughout the Air Force. It applies to all Air Force personnel (at classified and unclassified operations) who authorize, procure, issue, use, or dispose of HAZMAT; and to those who manage, monitor, or track any of the preceding activities. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to Headquarters United States Air Force (HQ USAF), Deputy Chief of Staff for Installations and Logistics, Environmental Division (HQ USAF/ILEV), 1260 Air Force Pentagon, Washington DC 20330-1260. Any organization may supplement this instruction. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of each supplement to HQ USAF/ILEV; other commands send one copy of each supplement to the next higher headquarters. This instruction is consistent with Air Force Occupational Safety and Health (AFOSH) standards. It prescribes AF Form 3952, **Chemical/Hazardous Material Request/Authorization**. See [Attachment 1](#) for a list of references and supporting information.

**(AFMC)** This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

This supplement applies to all Air Force Materiel Command (AFMC) installations and tenants located or doing business on an AFMC installation. It expands on the guidance provided in the AFI and assigns responsibilities consistent with the AFMC infrastructure to ensure all AFI requirements are met. Any AFMC installation may supplement this instruction. This supplement does not apply to mature HAZMAT management programs i.e. hazardous waste management (HAZWASTE), radioactive material management and radioactive waste management.

**AFI 32-7086, 1 August 1997, is supplemented as follows:**

## **Chapter 1—AIR FORCE HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT PROCESS**

<b>Chapter 1—AIR FORCE HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT PROCESS</b>	<b>8</b>
<b>Section 1A HAZMAT Management Process (HMMP) Purpose and Objectives</b>	<b>8</b>
1.1. HMMP Purpose. ....	8
1.1.2.1. (AFMC)HMMP Team .....	8
1.1.2.2. (AFMC)Membership of the AFMC Headquarters and installation HMMP teams shall include representatives from organizations establishing policy .....	8
1.1.2.3. (AFMC)HMMP Team Function .....	9
1.1.2.3.1. (Added-AFMC)The HQ AFMC HMMP team will develop goals and objectives and document them in the appropriate level Support and Industrial Operations (S&IO) Strategic Plan. ....	9
1.2. HMMP Objectives. ....	9
<b>Section 1B HMMP Organization</b>	<b>9</b>
1.3. HMMP Organization. ....	9
1.3.1.1. (Added-AFMC)The AFMC installation commander has the prerogative to operate the HAZMAT Pharmacy Program .....	9
1.3.1.1.1. (Added-AFMC)Budgeting and funding of HAZMAT management and operations shall be from normal Operations and Maintenance .....	10
<b>Section 1C HMMP Responsibilities</b>	<b>10</b>
1.4. HQ USAF EPC or ESOHC Co-Chairs. ....	10
1.5. HQ USAF HMMP Team. ....	10
1.6. Secretary of the Air Force (SAF). ....	10
1.7. HQ USAF. ....	11
1.8. MAJCOMs, FOAs, and DRUs. ....	12
1.8.2.6. (Added-AFMC)Review, analyze and consolidate AFMC installation data and metrics and forward results to HQ USAF, as required. ....	12
1.8.3.3.1. (Added-AFMC)Within AFMC, the ADPE system supporting HAZMAT data collection (Depot Maintenance - Hazardous Material Management System (DM - HMMS) ...	12
1.8.4.5. (Added-AFMC)The AFMC/LG will establish policy for management and control of the HAZMAT Pharmacy Program (HPP). ....	13
1.9. Installations. ....	13
1.9. (AFMC)The AFMC installation commander is responsible for management of the installation HMMP. ....	13
1.9.1.1. (Added-AFMC)The installation EPC will charter an installation HMMP Team and provide executive leadership and management oversight over all HMMP activities .....	13

1.9.1.1.1. (Added-AFMC)The installation HMMP Team will establish local procedures for ensuring compliance to established procedures.....	13
1.9.3.1. (Added-AFMC)In AFMC, the EPC will appoint the CE or the EM to lead the HMMP team. ....	14
1.9.7. (Added-AFMC)The installation commander shall direct all functional organizations.....	14
1.10. Other Specialized Responsibilities. ....	14

## **Chapter 2— AIR FORCE HAZMAT PHARMACY PROGRAM (HPP) 15**

Section 2A HPP Purpose and Objectives	15
2.1. HPP Purpose. ....	15
2.2. HPP Objectives. ....	15
Section 2B HPP Organization	15
2.3. HAZMAT Pharmacy Organization. ....	15
Section 2C Responsibilities	16
2.4. HQ USAF HMMP Team. ....	16
2.5. MAJCOMs, FOAs, and DRUs. ....	16
2.5. (Added-AFMC)HQ AFMC will use the EPC. ....	16
2.6. Installations. ....	17
2.6.1. (Added-AFMC)In AFMC, the installation commander will select and appoint the leader of the HPP. ....	17
2.6.1.6.1. (Added-AFMC)Ensure all unit personnel authorized use of the IMPAC for HAZMAT ..... 17	17
2.6.1.6.2. (Added-AFMC)In accordance with para B.6 of Exhibit 6, vendors are required to deliver HAZMAT to a designated HAZMAT receiving point ..... 17	17
2.6.1.6.3. (Added-AFMC)Consolidate all training requirements including, but not necessarily limited to ..... 18	18
2.6.2. (Added-AFMC)In AFMC, the Civil Engineer (CE) or Environmental Manager (EM) will: ..... 18	18
2.6.2.6. (Added-AFMC)Within AFMC, all HAZMAT movements will be tracked. .... 18	18
2.6.2.9. (Added-AFMC)Consolidate and submit to AFMC appropriate HAZMAT related funding ..... 18	18
2.6.4. (Added-AFMC)In accordance with paragraph 2.6.1 of this supplement the designated HPP lead will: ..... 18	18
2.6.4.10.1. (Added-AFMC)Ensure individual containers of HAZMATs are bar coded and labeled . .... 19	19

2.6.4.17. (Added-AFMC)Assist HPP customers in their effort to identify suitable substitute national stock numbers .....	19
2.6.4.18. (Added-AFMC)Ensure ozone depleting substances (ODS) allocations are not exceeded .....	19
2.6.4.19. (Added-AFMC)Provide technical assistance in reporting, recording and redistribution of HAZMATs.....	20
2.6.4.20. (Added-AFMC)Establish and maintain a master record of National Stock Numbers and commercially available materials .....	20
2.6.4.21. (Added-AFMC)The HPP lead or their designated representative will be the installation authorizing officer .....	20
2.6.4.21.1. (Added-AFMC)Use of the IMPAC will be consistent .....	20
2.6.4.21.1.1. (Added-AFMC)The HPP lead or their designated representative will validate the authorization using AF Form 3952 .....	20
2.6.4.22. (Added-AFMC)The customer/user representative charged with transporting and handling the HAZMAT .....	20
2.6.4.22.1. (Added-AFMC)If vendor delivery is not practicable .....	20
2.6.5.4.1. (Added-AFMC)SOS personnel shall provide technical expertise and assistance on matters concerning SOS .....	21
2.6.6.9. (Added-AFMC)Provide technical assistance on matters relating to Material Safety Data Sheet interpretation .....	21
2.6.7.9. (Added-AFMC)Provide technical assistance in the form of consultation and advice regarding implications of handling, storing and using HAZMATs. ....	22
2.6.8.13. (Added-AFMC)Ensure all HAZMATs are appropriately identified, stored, protected, and tracked while in the work area. ....	23
2.6.9. (Added-AFMC)In AFMC, the contracting squadron (LGC) or Operation Contracting Office (PK) will: .....	23
2.6.9.3.1. (Added-AFMC)AFMC contracting support personnel shall, with the requester, provide assistance on the procurement process . ....	23
2.7. Other Specialized Responsibilities. ....	23
2.7.3. (Added-AFMC)AFMC Directorate of Plans and Programs (XP). ....	24

### **Chapter 3— AIR FORCE WEAPON SYSTEM HAZARDOUS MATERIALSREDUCTION PRIORITIZATION PROCESS (HMRPP) 25**

Section 3A Weapon System HMRPP Purpose and Objectives .....	25
3.1. Weapon System HMRPP Purpose. ....	25
3.1.4.1. (Added-AFMC)SMs can submit candidate HMRPP needs to the ESOH TNS through the installation HMMP Team . ....	25

3.1.5. (Added-AFMC)A need is a valid HMRPP need if it is tied to a specific weapon system by a Technical Order. ....	25
3.2. Weapon System HMRPP Objectives. ....	25
Section 3B Weapon System HMRPP Organization	25
3.3. Weapon System HMRPP Organization. ....	25
3.3.2.1. (Added-AFMC)AFMC installation (e.g. depots and test centers) HMMP Teams will coordinate efforts to collect the necessary supporting data. ....	26
3.3.4.2.1. (Added-AFMC)The HQ AFMC HMMP Team will designate a team member organization to administer the HMRPP. ....	26
3.3.6.3. (Added-AFMC)The HQ AFMC HMMP Team will recommend which, if any, SM alternatives to pursue that affect processes at AFMC installations. ....	27
Section 3C Weapon System HMRPP Responsibilities	27
3.4. HQ USAF HMMP Team. ....	27
3.5. Assistant Secretary for Acquisition (SAF/AQ). ....	28
3.6. HQ USAF/IL. ....	28
3.7. MAJCOMs, FOAs, and DRUs. ....	28
3.7.2.1. (Added-AFMC)HQ AFMC/LG will serve as the HMRPP point of contact for AFMC HMRPP need submission and evaluations. ....	28
3.7.8. (Added-AFMC)HQ AFMC/DR will serve as the HMRPP point of contact for the administration of the HMRPP. ....	28
3.8. Installations: ....	28
3.8.1.3.1. (Added-AFMC)At AFMC installations, tenant organizations will identify weapon system HMRPP needs through their parent MAJCOM. ....	28
3.8.2.1. (Added-AFMC)Within AFMC, the installation CE or EM will provide environmental permit and control cost data in support of candidate weapon system HMRPP needs. ....	29
3.8.3.3. (Added-AFMC)A functional maintenance representative will be identified and tasked to support the HMMP Team with logistics interests and participation. ....	29
3.8.6.1. (Added-AFMC)AFMC installation work area supervisors will work with the installation HMMP Team ....	29
3.9. Other Specialized Responsibilities. ....	29
3.9.1.2.1. (Added-AFMC)HQ AFMC/DR will provide weapon system HMRPP data collection guidance and timelines to the AFMC installation HMMP Team leader for action. ..	30
3.9.1.2.2. (Added-AFMC)The AFMC installation EPC will submit validated HMRPP needs to the HQ AFMC HMMP team as designated in the HMRPP data collection guidance. ...	30
3.9.1.7.1. (Added-AFMC)AFMC personnel are encouraged to submit needs to their installation HMMP teams ....	30

3.9.2.1.1. (Added-AFMC)SMs will provide recommendations to the need submitter's MAJCOM HMMP team. ....	30
3.9.2.2.1. (Added-AFMC)HQ AFMC/DR will provide semi-annual (June and December) guidance to help the SM identify the other SMs who have similar problems. ....	30
3.9.2.6.1. (Added-AFMC)Semi-annual (January and July) reports will include the number of needs assigned to the SM .....	30

## **Chapter 4— AIR FORCE OZONE DEPLETING SUBSTANCE (ODS) MANAGEMENT PROGRAM 31**

Section 4A ODS Management Program Purpose and Objectives	31
4.1. ODS Management Program Purpose. ....	31
4.2. ODS Management Program Objectives. ....	31
Table 4.1. CLASS I Ozone Depleting Substances. ....	32
Table 4.2. CLASS II Ozone Depleting Substances. ....	32
Section 4B ODS Management Program Organization	33
4.3. Class I ODS Management Program Organization (Table 4.1). ....	33
4.4. Class II ODS Management Program Organization (Table 4.2). ....	34
Section 4C ODS Management Program Responsibilities	34
4.5. SAF/AQ. ....	34
4.6. HQ USAF/IL. ....	35
4.7. MAJCOMs, FOAs, and DRUs: ....	35
4.7.1.5.1. (Added-AFMC)HQ AFMC will develop policies designed to ensure reduction of atmospheric discharges of ODS and support conservation measures. ....	35
4.7.3.1.1. (Added-AFMC)HQ AFMC, Command Civil Engineer, Engineering Division (AFMC/CEC) will issue data collection and reporting guidance. ....	36
4.7.4.1. (Added-AFMC)HQ AFMC, Command Civil Engineer, Operations Division, (AFMC/CEO) will issue data collection and reporting guidance. ....	36
4.8. Installations. ....	36
4.8. (AFMC)In AFMC, the installation commander will ensure policies .....	37
4.8.2.2. (Added-AFMC)In AFMC, each organization which requires Class I ODS from contractual support .....	37
4.8.2.4.1. (Added-AFMC)When an organization determines it has excess ODSs, the excess should be identified and/or turned in to the HPP for disposition. ....	37
4.8.2.4.1.1. (Added-AFMC)Upon turn-in of excess ODS, the HPP will determine if another installation organization can use the excess. ....	37

<b>26 FEBRUARY 1998</b>	<b>7</b>
4.8.2.5. (Added-AFMC)Establish procedures to ensure that ODS are not intentionally or unintentionally vented. ....	37
4.8.2.5.1. (Added-AFMC)Document and report all unplanned venting of Class I ODS, most probable cause, amounts vented and corrective actions taken. ....	38
4.9. Other Specialized Responsibilities. ....	38
<b>Attachment 1—GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS</b>	<b>39</b>
<b>Attachment 2—AIR FORCE (AF) FORM 3952, CHEMICAL/HAZARDOUS MATERIAL REQUEST/AUTHORIZATION FORM</b>	<b>46</b>
A2.1. Instructions. ....	46
Figure A2.1. Sample AF Form 3952. ....	49

## Chapter 1

### AIR FORCE HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT PROCESS

#### *Section 1A—HAZMAT Management Process (HMMP) Purpose and Objectives*

**1.1. HMMP Purpose.** The purpose of the HMMP is to manage the procurement and use of HAZMAT to support Air Force missions, ensure the safety and health of personnel and surrounding communities, and minimize Air Force dependence on HAZMAT. The HMMP includes the activities and infrastructure required for ongoing identification, management, tracking, and minimization of HAZMAT.

1.1.1. HMMP Scope. For purposes of this Air Force instruction (AFI), the term HAZMAT includes those substances identified in Federal Standard 313D paragraph 3.2, and all Class I and Class II Ozone Depleting Substances (ODS). Please refer to the HAZMAT definition in [Attachment 1](#). It does not include munitions, medical supply items and hazardous waste (HAZWASTE). **NOTE:** Munitions, medical supply items (please refer to the medical supply item definition in [Attachment 1](#)), and HAZWASTE have mature control processes that are run by the logistics group (LG), medical group, and civil engineering (CE), respectively.

1.1.2. HMMP Execution. This AFI assigns specific functional area responsibilities for HMMP execution at all levels. The key to effective HAZMAT management is cross-functional cooperation to be achieved through the establishment of HMMP teams at all levels.

1.1.2.1. HMMP Team. At each level (HQ USAF, MAJCOM, and installation), the Environmental Protection Committee (EPC) or Environmental, Safety, and Occupational Health Committee (ESOHC) chair will establish a cross-functional HMMP team. The HMMP team will be led by CE and will report to the EPC or ESOHC chair.

**1.1.2.1. (AFMC) HMMP Team .** The Command Civil Engineer (CE) will lead the Headquarters AFMC HMMP team. The AFMC installation Environmental Protection Committee (EPC) will designate the CE or EM as the installation HMMP team leader.

1.1.2.2. HMMP Team Composition. The HMMP team will include, but is not limited to, representatives from CE, Surgeon General (SG), safety (SE), and LG (representing supply, maintenance, transportation, and contracting). Other functional representatives such as legal, finance, requirements, public affairs, communications (SC), and tenant organizations may also be members of the HMMP team.

**1.1.2.2. (AFMC) Membership of the AFMC Headquarters and installation HMMP teams** shall include representatives from organizations establishing policy, using and/or having surveillance over the use of HAZMATs, and other organizations having vested interest in management and control of HAZMATs. At a minimum, the HMMP team will consist of CE, EM, SG, SE, PK and LG representatives. These members should be trained in HAZMAT management and empowered to recommend and/or make changes to processes using HAZMATs.

1.1.2.3. HMMP Team Functions. The HMMP team will provide oversight for the three major areas covered in the HMMP: the HAZMAT Pharmacy Program (HPP), the weapon system Hazardous Materials Reduction Prioritization Process (HMRPP), and the ODS Management Program. The HMMP team will provide the necessary teamwork, coordination, and crossfeed between various functions. The HMMP team will identify and resolve issues, particularly in policy and



resource guidance; crossfeed smart business practices; evaluate performance; incorporate HAZMAT management initiatives into existing business practices; and validate and prioritize strategies that support and enhance the HAZMAT management program. The team shall communicate policy goals and objectives and develop efficient HAZMAT management plans.

**1.1.2.3. (AFMC) HMMP Team Function .** The AFMC installation HMMP team will conduct or direct announced and unannounced inspections of storage, tracking, handling and use of HAZMATs.

**1.1.2.3.1. (Added-AFMC)** The HQ AFMC HMMP team will develop goals and objectives and document them in the appropriate level Support and Industrial Operations (S&IO) Strategic Plan. Further, the HMMP teams will actively communicate HAZMAT management policy, goals and objectives, and pursue HAZMAT management improvement.

**1.2. HMMP Objectives.** The following are the objectives of the HMMP:

- 1.2.1. Support accomplishment of the Air Force mission by minimizing dependence on HAZMAT and reducing associated HAZMAT life cycle costs.
- 1.2.2. Protect the safety and health of Air Force personnel and surrounding communities.
- 1.2.3. Protect and preserve natural resources and the environment.
- 1.2.4. Collect and maintain HAZMAT data on standardized automated data processing equipment through a Defense Environmental Security Corporate Information Management (DESCIM) Program, or a DESCIM-approved interim program (i.e. Air Force Environment Management Information System).
- 1.2.5. Integrate weapon system HAZMAT reduction needs into the weapon system requirements generation, prioritization, funding, and execution processes.
- 1.2.6. Manage mission critical requirements for Class I ODS.

### ***Section 1B—HMMP Organization***

**1.3. HMMP Organization.** The HMMP is divided into three major areas: the HPP, weapon system HMRPP, and the ODS Management Program. The weapon system HMRPP and the ODS Management Program are dependent on the HPP for data collection and allocation control, respectively.

1.3.1. HPP. **Chapter 2** describes the Pharmacy Program requirements for authorizing, procuring, issuing, and monitoring HAZMAT at Air Force installations. The Pharmacy Program provides the necessary data and controls to support the weapon system HMRPP and ODS Management Program.

**1.3.1.1. (Added-AFMC)** The AFMC installation commander has the prerogative to operate the HAZMAT Pharmacy Program, including the HAZMART, as a matrixed organization or as a functional organization. In the context of this supplement, a matrixed organization is defined as an operating location (HAZMAT pharmacy) staffed with 2 or more specialists assigned to their respective functional organization but operating within the authority of the operating location. The matrixed staff provides technical expertise and support to the operating location and coordination between the functional organization and the operating location. If the pharmacy operates as a matrixed organization, each functional organization supporting the HAZMAT pharmacy will staff, budget, and fund the required support. If, however, the pharmacy operation is determined to

operate as a functional organization, budgeting, funding, and staffing become the responsibility of the gaining squadron/organization.

**1.3.1.1.1. (Added-AFMC)** Budgeting and funding of HAZMAT management and operations shall be from normal Operations and Maintenance (O&M) or Research, Development, Test and Evaluation (RDT&E) sources, as appropriate. Funding for HAZMAT training, travel and the purchase of automated data processing equipment (ADPE) and other equipment specifically for the management of HAZMATs may be planned, justified, and submitted to the Directorate of the Command Civil Engineer, Pollution Prevention Branch (HQ AFMC/CEVV) for funding consideration (Reference appropriate AFMC Environmental Funding Guidance.)

1.3.2. Weapon System HMRPP. **Chapter 3** describes the weapon system HMRPP requirements to link HAZMAT reduction efforts to installation and MAJCOM priorities. The weapon system HMRPP relies on Pharmacy Program data to link HAZMAT usage to weapon systems.

1.3.3. ODS Management Program. **Chapter 4** describes the requirements for managing ODS. The ODS Management Program relies on the Pharmacy Program to control the allocation of mission-critical supplies of ODS.

### ***Section 1C—HMMP Responsibilities***

**1.4. HQ USAF EPC or ESOHC Co-Chairs.** The EPC or ESOHC co-chairs will establish a cross-functional HMMP team led by CE. The HMMP team will include, but is not limited to, representatives from CE, supply, maintenance, SG, SE, and acquisition. The EPC or ESOHC co-chairs will provide oversight for the HMMP and periodically assess the HMMP.

**1.5. HQ USAF HMMP Team.** The HMMP team will:

- 1.5.1. Establish policies and procedures for the HMMP.
- 1.5.2. Ensure all functional areas provide resource advocacy in their respective areas for an effective interface between their functional area programs and the HMMP.
- 1.5.3. Review and validate HMMP-related funding requirements.

**1.6. Secretary of the Air Force (SAF).**

1.6.1. Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI). SAF/MI will:

- 1.6.1.1. Establish Air Force environment, safety, and occupational health (ESOH) policy.
- 1.6.1.2. Participate in the HMMP team.
- 1.6.1.3. Represent the Air Force with DESCIM at the policy level for HAZMAT issues.

1.6.2. SAF/AQ. SAF/AQ will:

- 1.6.2.1. Provide systems engineering and contracting participation in the HMMP team.
- 1.6.2.2. Provide Single Manager (SM) guidance on implementing the HAZMAT management requirements of DoD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs

(MDAPs) and Major Automated Information System (MAIS) Acquisition Programs, Hazardous Materials, paragraph 4.3.7.4.

1.6.2.3. Define SM weapon system HMRPP responsibilities according to **Chapter 3** of this AFI.

1.6.2.4. Generate the MAJCOM Class I ODS allocations according to **Chapter 4** of this AFI.

1.6.2.5. Incorporate HMMP requirements into acquisition processes through policies, procedures, and training.

## **1.7. HQ USAF.**

1.7.1. HQ USAF/IL. HQ USAF/IL has overall responsibility for the HMMP.

1.7.2. HQ USAF/ILE. HQ USAF/ILE will:

1.7.2.1. Lead the HQ USAF HMMP team with participation from all required functional areas to develop policy, advocate for resources, and oversee execution of the HMMP.

1.7.2.2. Incorporate HMMP requirements into CE processes through policies, procedures, and training.

1.7.2.3. Advocate for MAJCOM functional areas and acquisition funding required to execute HMMP responsibilities.

1.7.2.4. Represent the Air Force with DESCIM at the functional level to establish configuration management requirements to ensure that projected DESCIM modules for HAZMAT management meet Air Force functional requirements and interface with other information systems.

1.7.3. Director of Supply (HQ USAF/ILS). HQ USAF/ILS will:

1.7.3.1. Participate in the HMMP team.

1.7.3.2. Incorporate HMMP requirements into supply processes through policies, procedures, and training.

1.7.3.3. Advocate for funding required to execute supply HMMP responsibilities.

1.7.4. Director of Maintenance (HQ USAF/ILM). HQ USAF/ILM will:

1.7.4.1. Participate in the HMMP team.

1.7.4.2. Incorporate HMMP requirements into maintenance processes through policies, procedures, and training.

1.7.4.3. Advocate for funding required to execute maintenance HMMP responsibilities.

1.7.5. Air Force Surgeon General (HQ USAF/SG). HQ USAF/SG will:

1.7.5.1. Provide bioenvironmental engineering (BE) participation in the HMMP team.

1.7.5.2. Incorporate HMMP requirements into SG processes through policies, procedures, and training.

1.7.5.3. Advocate for funding required to execute SG HMMP responsibilities.

1.7.6. Air Force Chief of Safety (HQ USAF/SE). HQ USAF/SE will:

1.7.6.1. Participate in the HMMP team.

1.7.6.2. Incorporate HMMP requirements into SE processes through policies, procedures, and training.

1.7.6.3. Advocate for funding requirements to execute SE HMMP responsibilities.

1.7.7. Deputy Chief of Staff for Plans and Programs (HQ USAF/XP). HQ USAF/XP will:

1.7.7.1. Provide guidance to the MAJCOM's through the Program Objective Memorandum (POM) Preparation Instruction to consider weapon system HMRPP needs along with other weapon system needs in their POM submittals.

## **1.8. MAJCOMs, FOAs, and DRUs.**

1.8.1. MAJCOM EPC or ESOHC chair. The EPC or ESOHC chair will establish a cross-functional HMMP team led by CE. The HMMP team will include, but is not limited to, representatives from CE, LG, SG, and SE. The EPC or ESOHC chair will provide oversight for the HMMP.

1.8.2. MAJCOM HMMP team. The HMMP team will:

1.8.2.1. Establish supplemental policies and procedures for the HMMP as needed. **NOTE:** Include supplemental policies and procedures for laboratories as needed.

1.8.2.2. Ensure all functional areas provide resource advocacy in their respective areas for an effective interface between their functional area program and the HMMP.

1.8.2.3. Review and validate HMMP-related funding requirements.

1.8.2.4. Ensure HMMP requirements are integrated into host-tenant agreements according to AFI 25-201, *Support Agreement Procedures*.

1.8.2.5. Ensure HMMP training requirements are established according to AFI 32-7087, *Environmental Training and Awareness*, and applicable AFOSH and OSHA standards.

**1.8.2.6. (Added-AFMC)** Review, analyze and consolidate AFMC installation data and metrics and forward results to HQ USAF, as required.

1.8.3. CE. CE will:

1.8.3.1. Lead the HMMP team.

1.8.3.2. Assist functional areas with resource advocacy in their respective areas for an effective interface between their functional area programs and the HMMP.

1.8.3.3. Field a DESCIM-approved HAZMAT tracking system throughout the MAJCOM.

**1.8.3.3.1. (Added-AFMC)** Within AFMC, the ADPE system supporting HAZMAT data collection (Depot Maintenance - Hazardous Material Management System (DM - HMMS)) will be used to collect data and track HAZMATs pending development, test and acceptance of a DESCIM approved HAZMAT tracking system unless the waiver is obtained.

1.8.4. LG. LG will:

1.8.4.1. Ensure appropriate LG personnel participate in the HMMP team.

1.8.4.2. Incorporate HMMP requirements into contracting, maintenance, and supply processes through command policies, procedures, and training.

1.8.4.3. Advocate for funding required to execute LG HMMP responsibilities.

1.8.4.4. Generate installation and manage MAJCOM weapon system Class I ODS allocations in accordance with **Chapter 4** of this AFI.

**1.8.4.5. (Added-AFMC)** The AFMC/LG will establish policy for management and control of the HAZMAT Pharmacy Program (HPP).

1.8.5. Command Surgeon (SG). SG will:

1.8.5.1. Ensure appropriate SG personnel participate in the HMMP team.

1.8.5.2. Incorporate HMMP requirements into SG processes through command policies, procedures, and training.

1.8.5.3. Advocate for funding required to execute SG HMMP responsibilities.

1.8.6. Chief of Safety (SE). SE will:

1.8.6.1. Ensure appropriate SE personnel participate in the HMMP team.

1.8.6.2. Incorporate HMMP requirements into SE processes through command policies, procedures, and training.

1.8.6.3. Advocate for funding required to execute SE HMMP responsibilities.

## **1.9. Installations.**

**1.9. (AFMC)** The AFMC installation commander is responsible for management of the installation HMMP. Responsibilities include developing and communicating policy, goals and objectives, developing and executing an effective, efficient HAZMAT management plan, assigning overall program responsibilities and monitoring HAZMAT management progress.

1.9.1. Installation EPC or ESOHC chair. The EPC or ESOHC chair will establish a cross-functional HMMP team led by CE. The HMMP team will include, but is not limited to, representatives from CE, LG, SG, SE, and contracting. The EPC or ESOHC chair will provide oversight for the HMMP.

**1.9.1.1. (Added-AFMC)** The installation EPC will charter an installation HMMP Team and provide executive leadership and management oversight over all HMMP activities, recommending improvements, as appropriate. Charter elements should include responsibilities for providing management expertise and assistance, reviewing and monitoring trends, identifying and analyzing problems and potential problems, and recommending solutions to correct or improve the HAZMAT management process or external factors contributing to less than optimum HAZMAT control.

**1.9.1.1.1. (Added-AFMC)** The installation HMMP Team will establish local procedures for ensuring compliance to established procedures for purchasing hazardous material using the IMPAC. The installation HMMP team will develop procedures, under the authority and approval of the EPC, to ensure commanders and JA are informed of incidents involving suspected failure to comply with established procedures.

1.9.2. Installation HMMP team. The HMMP team will:

1.9.2.1. Provide the necessary teamwork, oversight, coordination, and crossfeed to implement the HMMP.

1.9.2.2. Ensure all functional areas provide resource advocacy in their respective areas for an effective interface between their functional area program and the HMMP.

1.9.2.3. Review and validate HMMP-related funding requirements.

1.9.2.4. Integrate HMMP requirements into host-tenant agreements as needed according to AFI 25-201.

1.9.2.5. Ensure HMMP training requirements are met according to AFI 32-7087, applicable AFOSH and OSHA standards, and local requirements to maximize training efficiency.

1.9.3. CE will lead the HMMP team, with participation by all affected functional areas including customer representatives and tenant units.

**1.9.3.1. (Added-AFMC)** In AFMC, the EPC will appoint the CE or the EM to lead the HMMP team.

1.9.4. LG Commander will ensure appropriate LG personnel participate in the HMMP team.

1.9.5. SG will provide BE participation in the HMMP team.

1.9.6. SE will participate in the HMMP team.

**1.9.7. (Added-AFMC)** The installation commander shall direct all functional organizations, non-appropriated funds activities, tenants and contractors to actively support the HMMP team.

**1.10. Other Specialized Responsibilities.** The following agencies have specialized HMMP responsibilities:

1.10.1. Headquarters, Air Force Materiel Command (HQ AFMC). HQ AFMC will:

1.10.1.1. Administer the weapon system HMRPP according to [Chapter 3](#) of this AFI.

1.10.1.2. Provide Air Force Class I ODS Defense Reserve support, to include development and issuance of administrative procedures according to [Chapter 4](#).

1.10.1.3. Ensure supplemental HMMP policies, procedures, and training are developed for laboratories within AFMC.

1.10.2. SM. SMs will support the weapon system HMRPP according to [Chapter 3](#) of this AFI.

1.10.3. Air Force Center for Quality and Management Innovation (AFCQMI). AFCQMI will develop protocols for documenting the productivity impact of the HMMP.

1.10.4. Air Force Civil Engineering Support Agency (AFCEA). AFCEA will provide semi-annual halon reports according to [Chapter 4](#) of this AFI.

1.10.5. Air Force Center for Environmental Excellence (AFCEE). AFCEE will provide technical expertise (in house and by contract), guidance, and crossfeed to assist base-level, MAJCOM-level, or Air Staff-level organizations in carrying out the requirements of this directive.

## Chapter 2

### AIR FORCE HAZMAT PHARMACY PROGRAM (HPP)

#### *Section 2A—HPP Purpose and Objectives*

**2.1. HPP Purpose.** The purpose of the HPP is to provide Air Force installations with a standard way to manage HAZMAT procurement and use and comply with ESOH requirements. **NOTE:** Although the primary focus is on HAZMATs, the broader objective is to protect the environment, safety and health of potentially affected workers and communities.

2.1.1. The HPP provides for process-based authorizing, procuring, issuing, tracking, and disposing of HAZMAT. It is a repository for data required to meet reporting requirements, assess Air Force processes for pollution prevention opportunities, and measure success in minimizing HAZMAT use.

2.1.2. The HPP ensures HAZMAT users obtain the material required to perform their Air Force mission. However, until the appropriate ESOH precautions as specified in this chapter are understood and in place, HAZMAT is not issued to users.

2.1.3. The HPP ensures that only the smallest quantities of HAZMAT necessary to accomplish the mission, consistent with the “Pharmacy” concept of operations, are purchased and used. This will be accomplished by eliminating HAZMAT usage not essential to mission accomplishment, substituting reduced-risk HAZMAT whenever possible, and minimizing HAZMAT usage when the mission dictates their use. Decision making on minimization and substitution should take into account reducing overall ESOH risks.

#### **2.2. HPP Objectives.**

2.2.1. Support accomplishment of Air Force missions while minimizing HAZMAT usage.

2.2.2. Provide standardized HAZMAT service to the customer.

2.2.3. Issue HAZMAT in smallest quantities required to support authorized mission requirements.

2.2.4. Ensure HAZMAT issue and usage conform to all appropriate ESOH requirements.

2.2.5. Track HAZMAT by process and facility location.

2.2.6. Enter all required HAZMAT data into a DESCIM-approved HAZMAT tracking system.

2.2.7. Provide HAZMAT data to support Air Force requirements.

#### *Section 2B—HPP Organization*

**2.3. HAZMAT Pharmacy Organization.** The standard Air Force HPP will be run as a partially decentralized operation. The EPC or ESOHC chair will utilize the HMMP team to provide oversight and coordination of the HPP. The HPP evolved from the 31 May 1995 Organizational Change Package, but retains the pharmacy office, now to be known as the HAZMART, in the LG at Air Force installations. This standard Air Force HPP consists of the following:

2.3.1. The HMMP Team. A cross-functional team as described in paragraphs [1.1.2.1](#) and [1.1.2.2](#) at the installation level with oversight responsibilities for Pharmacy Program implementation. For



issues relating to the HPP, SC will be a member of the HMMP team at both MAJCOM and installation levels.

2.3.2. A facility, identified as the HAZMART, where LG personnel stock, store, issue, and distribute HAZMAT using the standard base supply system.

2.3.3. A DESCIM-approved HAZMAT tracking system, with terminals in the HAZMART and supporting offices.

2.3.4. HAZMAT Authorization Process. This process, as documented on AF Form 3952, **Chemical/Hazardous Material Request/Authorization**, establishes a standardized procedure for requesting and authorizing HAZMAT through all sources of supply (SOS) (see [Attachment 2](#) for detailed instructions).

2.3.4.1. Work area supervisors use AF Form 3952 to initiate a request for HAZMAT. This detailed request provides information required to support the Air Force HMMP.

2.3.4.2. The SG, SE, and CE offices must review Part I of each AF Form 3952 and complete Part II.

2.3.4.3. The HAZMART, or other appropriate SOS, may issue the requested HAZMAT only after SG, SE, and CE authorization.

2.3.4.4. Authorized requests are entered into the DESCIM-approved HAZMAT tracking system, which creates an Authorized User List (AUL). Procurement and issue actions shall not occur for HAZMAT unless the authorization appears on the AUL. **NOTE:** The AUL may be used in lieu of the health hazard approval listing.

2.3.4.5. Requestors must maintain copies of their completed AF Forms 3952 and installations must maintain a file(s) of all completed AF Forms 3952.

2.3.4.6. This authorization process does not apply to contractors using HAZMAT while operating on Air Force installations with HAZMAT obtained from non-Air Force Sources of Supply. However, contractors operating as Air Force Sources of Supply must comply with the requirements in paragraph [2.6.5](#). In addition, contractors must report HAZMAT usage on an AF installation to the installation HAZMART (see paragraph [2.6.9.2](#)).

## ***Section 2C—Responsibilities***

**2.4. HQ USAF HMMP Team.** The HQ USAF HMMP team as described in paragraphs [1.1.2.1](#) and [1.1.2.2](#) will provide oversight, coordination, and advocacy for the HPP.

**2.5. MAJCOMs, FOAs, and DRUs.** MAJCOM HMMP team as described in paragraphs [1.1.2.1](#) and [1.1.2.2](#) will:

**2.5. (Added-AFMC)** HQ AFMC will use the EPC, the Environmental Management Board (EMB) and the HQ HMMP team to provide oversight and coordination of the HAZMAT Pharmacy Program. HQ AFMC/LG shall function as the process owner for the command HPP.

2.5.1. Establish supplemental policies and procedures for the HPP including definition of HAZMAT roles and responsibilities.

2.5.2. Ensure that all MAJCOM-level responsibilities for executing the HPP are met.



2.5.3. Supplement this AFI to include guidance for HAZMAT management in support of MAJCOM contingency deployment plans.

2.5.4. Validate requirements and advocate resources for the HPP according to AFI 32-7001, *Environmental Budgeting*.

2.5.5. Integrate HPP requirements into host-tenant agreements as needed according to AFI 25-201.

2.5.6. Ensure HPP training requirements are established according to AFI 32-7087 and applicable AFOSH and OSHA standards.

## 2.6. Installations.

2.6.1. The installation HMMP team, as described in paragraph 1.1.2.1. and 1.1.2.2., will:

**2.6.1. (Added-AFMC)** In AFMC, the installation commander will select and appoint the leader of the HPP.

2.6.1.1. Ensure that all installation-level responsibilities for executing the HPP are met according to paragraph 1.1.2.3.

2.6.1.2. Validate environment-related funding requirements for the HPP according to AFI 32-7001.

2.6.1.3. Review and revise the list of HPP controlled items as needed.

2.6.1.4. Ensure that HAZMAT authorizations are only issued if a suitable material reduction or substitution is not feasible and appropriate risk control measures are in place.

2.6.1.5. Establish and implement procedures to minimize, to the maximum extent possible, HAZMAT disposal through recycling, reuse, shelf-life control, etc.

2.6.1.6. Identify HPP training requirements according to AFI 32-7087, applicable AFOSH and OSHA standards, and local training requirements to maximize training efficiency.

**2.6.1.6.1. (Added-AFMC)** Ensure all unit personnel authorized use of the IMPAC for HAZMAT purchases have been trained in the SAF/AQCO *United States Air Force Internal Procedure for Using the International Merchant Purchase Authorization Card*, dated 28 Apr 97, and any subsequent revisions, specifically Exhibit 6, *Hazardous Material Pharmacy Policy and Control Procedures for IMPAC purchases of Hazardous Materials*.

**2.6.1.6.2. (Added-AFMC)** In accordance with para B.6 of Exhibit 6, vendors are required to deliver HAZMAT to a designated HAZMAT receiving point. If such delivery is not practicable, customers or user representatives transporting and handling threshold quantities of HAZMAT must be trained in various aspects of HAZMAT management. Listed below are the recommended training requirements:

- CFR, 172.400 & 700 and 177.816 (DOT labeling requirements, general awareness/familiarization training; function-specific training; safety training; and driver training)
- CFR, 1910.120(e) (HAZWOPER & HAZCOM) (OSHA)
- CFR, 1910.1200 (h) (MSDSs) (OSHA)
- Emergency Planning and Community Right-to-Know Act, 42 U.S.C., 110001-11050.

**2.6.1.6.3. (Added-AFMC)** Consolidate all training requirements including, but not necessarily limited to: AFOSH, OSHA, EPCRA, DOT and local training requirements whenever possible.

2.6.1.7. Consolidate all DESCIM-approved HAZMAT tracking system requirements.

2.6.2. CE. CE will:

**2.6.2. (Added-AFMC)** In AFMC, the Civil Engineer (CE) or Environmental Manager (EM) will:

2.6.2.1. Participate in and lead the HMMP team.

2.6.2.2. Ensure HAZMART facilities are adequate to support the Pharmacy Program.

2.6.2.3. Manage the DESCIM-approved HAZMAT tracking system.

2.6.2.3.1. Provide LG, SG, SE, and other personnel, as appropriate, with training on and access to the DESCIM-approved HAZMAT tracking system.

2.6.2.3.2. Submit changes and problems with the DESCIM-approved HAZMAT data tracking system through appropriate channels.

2.6.2.4. Maintain and update CE-related HAZMAT data fields in the DESCIM-approved HAZMAT data tracking system.

2.6.2.5. Evaluate AF Forms 3952 for environmental requirements and control options and authorize requested HAZMAT use as appropriate.

2.6.2.6. Ensure HAZMAT movements on the installation are tracked by facility, quantity, and process to support fire safety, disaster response, and environmental reporting requirements.

**2.6.2.6. (Added-AFMC)** Within AFMC, all HAZMAT movements will be tracked by facility, quantity and process and will support Environmental, Safety and Occupational Health (ESOH) requirements including fire, safety, disaster response, occupational health and environmental reporting requirements.

2.6.2.7. Consolidate and submit HMMP team-validated, environment-related HPP funding requirements into the A-106 system.

2.6.2.8. Submit metric information as required by its MAJCOM.

**2.6.2.9. (Added-AFMC)** Consolidate and submit to AFMC appropriate HAZMAT related funding requirements using e-mail, the Work Information Management System - Environmental Subsystem (WIMS-ES), or other HQ AFMC approved method.

2.6.3. LG. LG will:

2.6.3.1. Designate appropriate LG personnel to participate in the HMMP team.

2.6.3.2. Establish, manage, and supervise the HAZMART.

2.6.4. The HAZMART. The HAZMART supervisor will:

**2.6.4. (Added-AFMC)** In accordance with paragraph 2.6.1 of this supplement the designated HPP lead will:

2.6.4.1. Participate in the HMMP team.

2.6.4.2. Provide a safe and healthful work area.

- 2.6.4.3. Ensure HAZMART facilities are adequate to support the Pharmacy Program.
- 2.6.4.4. Ensure the DESCIM-approved HAZMAT tracking system is available for use in the HAZMART.
- 2.6.4.5. Ensure HAZMART personnel are trained on the DESCIM-approved HAZMAT tracking system.
- 2.6.4.6. Submit required changes for the DESCIM-approved HAZMAT tracking system to HMMP team.
- 2.6.4.7. Ensure all HAZMART personnel receive occupational safety and health training appropriate for their HAZMAT-related duties.
- 2.6.4.8. Manage the receipt, storage, issue, inspection, and distribution of HAZMAT purchased/obtained through base supply.
- 2.6.4.9. Validate that all requests for HAZMAT on the AUL are authorized according to paragraph 2.3.4 before issue.
- 2.6.4.10. Perform quality control functions to ensure items are properly identified as HAZMAT to prevent inadvertent procurement or issue transactions for unauthorized materials. Immediately identify any suspect or potential HAZMAT to the HMMP team.
  - 2.6.4.10.1. (Added-AFMC)** Ensure individual containers of HAZMATs are bar coded and labeled to enable tracking the status and location of each container. Business practices must be in place to ensure effective tracking if it is not feasible to bar code and label each container of HAZMAT from entry onto the installation through issue, use, release, and/or disposal.
- 2.6.4.11. Work with local contracting office to ensure HAZMAT are purchased in practical quantities to minimize waste, handling, and storage costs.
- 2.6.4.12. Process all Base Supply/HAZMART HAZMAT transactions (to include IMPAC card and AF Form 9, **Request for Purchase**) through the tracking system to provide HAZMAT order, receipt, and issue data.
- 2.6.4.13. Assist users in identifying HAZMAT stock numbers and/or part numbers.
- 2.6.4.14. Establish a free-issue, reuse, and redistribution program for HAZMAT.
- 2.6.4.15. Maintain and update all supply-related HAZMAT data fields on the DESCIM-approved HAZMAT tracking system.
- 2.6.4.16. Prepare and submit appropriate HAZMART environment-related HPP funding requirements through HMMP team to CE for inclusion in the A-106 system.
- 2.6.4.17. (Added-AFMC)** Assist HPP customers in their effort to identify suitable substitute national stock numbers (NSN) or commercial products which have minimum impact on worker safety, health and the environment. (NOTE: Selection of substitute or alternative products must be consistent with technical requirements. Technical data owners must evaluate and approve potential alternative materials prior to their use.)
- 2.6.4.18. (Added-AFMC)** Ensure ozone depleting substances (ODS) allocations are not exceeded and that only mission critical ODS requirements are filled through the Defense Reserve.

**2.6.4.19. (Added-AFMC)** Provide technical assistance in reporting, recording and redistribution of HAZMATs, as well as information relative to potential environmental impacts of HAZMAT usage.

**2.6.4.20. (Added-AFMC)** Establish and maintain a master record of National Stock Numbers and commercially available materials (with local purchase or IMPAC control numbers) and contractor supplied materials that pose an environmental, health or safety hazard requiring HAZMAT requisition and issue controls. This HAZMAT master record will be comprised of HAZMATs that have been used, are currently being used, or are projected to be used by the installation.

**2.6.4.21. (Added-AFMC)** The HPP lead or their designated representative will be the installation authorizing officer for use of an International Merchant Purchase Authorization Card (IMPAC) for the purchase of hazardous and potentially hazardous materials.

**2.6.4.21.1. (Added-AFMC)** Use of the IMPAC will be consistent with SAF/AQCO *United States Air Force Internal Procedures for Using the International Merchant Purchase Authorization Card*, 28 April 1997, including Exhibit 6, *Hazardous Material Pharmacy (HMP) Policy and Control Procedures for IMPAC Purchases of Hazardous Materials*, 28 Apr 97, and subsequent revisions. Purchase of HAZMATs with the IMPAC may be authorized when the required delivery date cannot be met by the existing Source(s) of Supply. Control of HAZMATs purchased with IMPACs include:

**2.6.4.21.1.1. (Added-AFMC)** The HPP lead or their designated representative will validate the authorization using AF Form 3952 or local equivalent and research possible sources of supply, including redistribution, suitable substitute or alternative materials, and the use of Blanket Purchase Agreements prior to authorizing IMPAC purchase.

**2.6.4.22. (Added-AFMC)** The customer/user representative charged with transporting and handling the HAZMAT must have satisfactorily completed appropriate hazardous material handling courses in accordance with para. 2.6.1.6.2.

**2.6.4.22.1. (Added-AFMC)** If vendor delivery is not practicable, as specified by para. 2.6.1.6.2. above, the customer/user representative charged with transporting and handling the HAZMAT will immediately after the purchase will deliver the HAZMAT to the designated HAZMAT central receiving point with appropriate documentation, container bar-coding and labeling, and issue.

**2.6.5. SOS.** SOS include all Air Force-controlled supply organizations and other SOS operating on an installation. Other SOS include, but are not limited to, contractor-operated civil engineer supply store, government-operated civil engineer supply store, base maintenance contractors, contractor-operated parts store, and nonappropriated funds. **NOTE:** Base supply (HAZMART) is covered in paragraph **2.6.4.** All SOS operating on an installation will:

2.6.5.1. Participate in the HMMP team as required.

2.6.5.2. Ensure personnel are trained on the DESCIM-approved HAZMAT tracking system as required.

2.6.5.3. Ensure personnel have and receive occupational safety and health training appropriate for their HAZMAT-related duties.

2.6.5.4. Manage the receipt, storage, issue, inspection, and distribution of HAZMAT as required.

**2.6.5.4.1. (Added-AFMC)** SOS personnel shall provide technical expertise and assistance on matters concerning SOS unique requisitioning, issuing, labeling, data systems, inventory management and recovery (reutilization, reissue, disposal, etc.) of HAZMATs.

2.6.5.5. Validate that all requests for HAZMAT have been authorized according to paragraph 2.3.4 before issue.

2.6.5.6. At intervals to be set by the installation HMMP team, maintain and update the SOS-related HAZMAT data fields on the DESCIM-approved HAZMAT tracking system.

2.6.6. SG. SG will:

2.6.6.1. Provide BE participation in the HMMP team as required.

2.6.6.2. Utilize the DESCIM-approved HAZMAT tracking system for tracking and authorization purposes.

2.6.6.3. Ensure BE personnel receive training on the DESCIM-approved HAZMAT tracking system.

2.6.6.4. Submit required changes for the DESCIM-approved HAZMAT tracking system to HMMP team.

2.6.6.5. Provide BE evaluation of AF Forms 3952 for health risks to Air Force personnel and control options and authorize requested HAZMAT use as appropriate. **NOTE:** Review will include HAZMAT-related work area surveys and the identification of conditions of use.

2.6.6.6. Maintain and update BE-related HAZMAT data fields on the DESCIM-approved HAZMAT tracking system.

2.6.6.7. Review HAZMART AUL and usage information to help define requirements for BE process evaluations.

2.6.6.8. Prepare and submit appropriate BE environment-related HPP funding requirements through the HMMP team to CE for inclusion in the A-106 system.

**2.6.6.9. (Added-AFMC)** Provide technical assistance on matters relating to Material Safety Data Sheet interpretation, technical order and non-technical order driven HAZMAT alternative selection, personal protective equipment requirements, and occupational health controls for workforce protection.

2.6.7. SE. SE will:

2.6.7.1. Participate in the HMMP Team.

2.6.7.2. Utilize the DESCIM-approved HAZMAT tracking system for tracking and authorization purposes.

2.6.7.3. Ensure SE personnel receive training on the DESCIM-approved HAZMAT tracking system.

2.6.7.4. Submit required changes for the DESCIM-approved HAZMAT tracking system to HMMP team.

2.6.7.5. Advise HAZMART facilities on compliance with all applicable OSHA, AFOSH, and local standards.

2.6.7.6. Evaluate AF Forms 3952 for occupational safety risk and control options and authorize requested HAZMAT use as appropriate. **NOTE:** Included in reviews will be HAZMAT-related work area safety surveys, the identification of conditions of use and worker occupational safety training, and the identification of processes that require occupational safety analysis according to AFOSH standard 91-19, *Process Safety Management (PSM) of Highly Hazardous Chemicals*.

2.6.7.7. Maintain and update SE-related HAZMAT data fields on the DESCIM-approved HAZMAT tracking system.

2.6.7.8. Prepare and submit appropriate SE environment-related HAZMAT Pharmacy Program funding requirements through the HMMP team to CE for inclusion in the A-106 system.

**2.6.7.9. (Added-AFMC)** Provide technical assistance in the form of consultation and advice regarding implications of handling, storing and using HAZMATs.

2.6.8. Work-Area Supervisors. Work-area supervisors will:

2.6.8.1. Participate in the installation HAZMAT Pharmacy Program.

2.6.8.2. Participate in the HMMP team as required.

2.6.8.3. Provide safe and healthful work areas.

2.6.8.4. Use AF Form 3952 to submit HAZMAT requirements to the HAZMART, or other SOS organizations as appropriate.

2.6.8.5. Provide additional information to authorizing offices as requested to complete AF Forms 3952 (such as application methods, transfer methods, etc). **NOTE:** See [Attachment 2](#), AF Form 3952 instructions.

2.6.8.6. Comply with all conditions of use identified on approved AF Forms 3952.

2.6.8.7. Notify the HAZMART, or other SOS, of any changes to the conditions or processes as described on AF Form 3952. **NOTE:** Any changes to the conditions or processes described in AF Form 3952 invalidates the authorization.

2.6.8.8. Procure all HAZMAT through the HAZMART, or other SOS as appropriate, using the process defined in paragraph [2.3.4](#). for tracking, regardless of payment method, e.g. standard base supply system; International Merchant Purchase Authorization Card (IMPAC); AF Form 9, **Request for Purchase**; etc.

2.6.8.9. Provide work area personnel appropriate HAZMAT training. Document all appropriate training on AF Form 55, **Employee Safety and Health Record**.

2.6.8.10. Ensure compliance with Air Force Technical Order (AFTO) requirements for use of HAZMAT until formally notified of a technical order (T.O.) change to the requirements. Submit requests to eliminate a HAZMAT T.O. requirement on an AFTO Form 22, **Technical Order Improvement Report and Reply**, to the T.O. owner.

2.6.8.11. Maintain an inventory listing of all HAZMAT used or stored in the work area.

2.6.8.12. Maintain only limited quantities of HAZMAT in the work area and turn in excess HAZMAT to the HAZMART or other SOS, as appropriate, as soon as possible for reuse or redistribution.

**2.6.8.13. (Added-AFMC)** Ensure all HAZMATs are appropriately identified, stored, protected, and tracked while in the work area.

2.6.9. The Contracting Squadron (LGC). LGC will:

**2.6.9. (Added-AFMC)** In AFMC, the contracting squadron (LGC) or Operation Contracting Office (PK) will:

2.6.9.1. Participate in the HMMP team.

2.6.9.2. For each contract vehicle (contract, purchase order, blanket purchase agreement (BPA), etc.) involving the use of HAZMAT on an installation, include a requirement for the contractor to identify and report HAZMAT usage to the HAZMART according to local procedures. For contractors operating as a SOS as defined in paragraph 2.6.5., ensure that contract vehicles include proper guidance to comply with the requirements of paragraph 2.6.5., tailored to local needs.

2.6.9.3. Implement procurement methods such as direct delivery contracts, BPAs etc., as needed to support the HAZMART.

**2.6.9.3.1. (Added-AFMC)** AFMC contracting support personnel shall, with the requester, provide assistance on the procurement process and identify or develop specialized purchase procedures and contract vehicles to (1) purchase HAZMATs in small quantities; (2) provide short lead-time (Just in Time) deliveries; and (3) compute and authorize economic order quantities, considering shelf-life and disposal costs.

2.6.9.4. Ensure that local IMPAC procedures include the requirement that all purchases of HAZMAT using IMPAC require the prior approval using the process described in paragraph 2.3.4. and the reporting to the HAZMART (see paragraph 2.6.4.12.).

2.6.10. Communication Squadron (CS). CS will:

2.6.10.1. Participate in the HMMP team as necessary.

2.6.10.2. Validate HAZMAT Communications and Information requirements, in compliance with the Global Combat Support System (GCSS)-AF strategy

2.6.10.3. According to AF 33 series publications, provide assistance to DESCIM HAZMAT personnel in the performance of their Data Base Administration (DBA)/System Administration (SA)/Information System Security Officer (ISSO) duties.

## **2.7. Other Specialized Responsibilities.**

2.7.1. SM. SMs will require contractors who use HAZMAT on an Air Force installation to identify and report any HAZMAT usage to the installation's HAZMART.

2.7.2. AFCEE. AFCEE will:

2.7.2.1. Consolidate field recommendations for AF Form 3952 modifications and send to HQ USAF/ILEVQ for review and approval. AFCEE will update AF Form 3952 as directed by HQ USAF/ILEVQ.

2.7.2.2. Serve as management office for the approved DESCIM HAZMAT tracking system (except for depot maintenance hazardous material management system (DM-HMMS)) and maintain the DESCIM-approved HAZMAT computer support system to enhance Air Force operations.

**NOTE:** The Joint Logistic Service Center has responsibility for the DM-HMMS.

2.7.2.3. Provide contract execution assistance to base, MAJCOM, or Air Staff personnel in the performance of actions required as a result of this AFI.

**2.7.3. (Added-AFMC)** AFMC Directorate of Plans and Programs (XP). The Directorate of Plans and Programs will ensure that Host Tenant Support Agreements clearly define responsibilities and requirements for compliance with the guidelines and intent of AFI 32-7086, as supplemented.



## Chapter 3

### AIR FORCE WEAPON SYSTEM HAZARDOUS MATERIALS REDUCTION PRIORITIZATION PROCESS (HMRPP)

#### *Section 3A—Weapon System HMRPP Purpose and Objectives*

**3.1. Weapon System HMRPP Purpose.** The weapon system HMRPP provides a formalized way for installation HMMP teams to identify weapon system-driven HAZMAT reduction needs. This enables MAJCOM and installation priorities to drive weapon system HAZMAT reduction efforts. The weapon system HMRPP is not a separate requirements process. Rather, it integrates HAZMAT reduction requirements into the existing weapon system requirements, identification, prioritization, funding, and execution processes described in AFPD 16-5, *Planning, Programming, and Budgeting System*, and AFI 16-501, *Control and Documentation of Air Force Programs*.

3.1.1. Weapons systems and their maintenance processes drive the majority of HAZMAT use on Air Force installations. SMs are responsible for modifying Air Force weapons systems and have engineering control over weapons systems and maintenance processes.

3.1.2. The weapon system HMRPP links MAJCOMs, installations, and SMs in an integrated process which seeks to reduce weapon system HAZMAT dependence. Installation data are essential in identifying the weapon system-driven HAZMAT costs and impacts used in the weapon system HMRPP.

3.1.3. The weapon system HMRPP provides the structure for installations and MAJCOMs to prioritize reduction requirements and assess return-on-investment. This supports MAJCOM and HQ USAF decisions to fund weapon system HAZMAT reductions.

3.1.4. The ESOH Technology Needs Survey (ESOH TNS), as defined in AFI 63-118, *Civil Engineer Research, Development, and Acquisition*, is the vehicle for collecting HMRPP needs. The ESOH TNS also tracks the status of all HAZMAT reduction needs.

**3.1.4.1. (Added-AFMC)** SMs can submit candidate HMRPP needs to the ESOH TNS through the installation HMMP Team of the installation that uses the process driving the need.

**3.1.5. (Added-AFMC)** A need is a valid HMRPP need if it is tied to a specific weapon system by a Technical Order, MIL-SPEC, or contract requirement. A need is not a valid HMRPP if it is so general that it can not be documented for work by a SM.

**3.2. Weapon System HMRPP Objectives.** The objective of the weapon system HMRPP is to identify HAZMAT reduction needs to the weapon system SM and facilitate development of prioritized, cost-based justifications for funding weapons systems changes through the PPBS.

#### *Section 3B—Weapon System HMRPP Organization*

**3.3. Weapon System HMRPP Organization.** The weapon system HMRPP is an integrated process to identify weapon system HAZMAT reduction requirements. The process is organized as follows:

3.3.1. Installation HMMP teams identify candidate weapon system-driven HAZMAT usage for reduction or elimination based on local conditions and priorities or MAJCOM guidance. In the absence of MAJCOM guidance, installation HMMP teams may select as many or as few weapon sys-

tem-driven HAZMAT for potential elimination or reduction as they deem necessary. Installations should balance the desire to eliminate weapon system HAZMAT usage against the effort required to collect the necessary supporting data. These supporting data are critical to justify funding. **NOTE:** For the purpose of this AFI, these weapon system HAZMAT uses will be referred to as candidate processes.

3.3.2. The installation HMMP team will coordinate efforts to collect the necessary supporting data needed to justify MAJCOM and Air Force funding of the elimination or reduction efforts. These data should represent the installation HMMP team's estimates of annual usage and associated costs by specific process, as defined by the T.O. reference or other SM-controlled technical data. Thus, the team may have to collect data on several different weapon system processes that drive the usage of the selected HAZMAT at that installation. The process specific data should include, but is not limited to, estimates of the following:

3.3.2.1. Annual HAZMAT usage for each candidate process.

**3.3.2.1. (Added-AFMC)** AFMC installation (e.g. depots and test centers) HMMP Teams will coordinate efforts to collect the necessary supporting data.

3.3.2.2. Annual HAZMAT procurement costs for each candidate process.

3.3.2.3. Annual environmental control equipment costs associated with the HAZMAT usage in each candidate process, to include amortized costs of equipment and operational and maintenance costs.

3.3.2.4. Annual HAZMAT disposal costs associated with each candidate process.

3.3.2.5. Annual personal protective equipment costs associated with each candidate process.

3.3.2.6. Annual occupational health and safety (surveillance and compliance) costs associated with each candidate process.

3.3.3. Each installation HMMP team will provide its MAJCOM HMMP team with these data. The MAJCOM HMMP team will coordinate the consolidation of the data MAJCOM-wide and validate and prioritize the installation inputs for further analysis.

3.3.4. The MAJCOM HMMP teams will provide the HQ AFMC HMMP team with their prioritized lists of candidate weapon system processes. The HQ AFMC HMMP team will coordinate the consolidation of all MAJCOM inputs and identification of the SMs that control each of the MAJCOM candidate processes.

3.3.4.1. The HQ AFMC HMMP team will identify the appropriate SMs and in turn provide feedback to the appropriate MAJCOM.

3.3.4.2. The HQ AFMC HMMP team will provide the appropriate SMs with the data collected by the MAJCOM HMMP teams. The HQ AFMC HMMP team will monitor and report on the status of the efforts to reduce or eliminate weapon system-driven HAZMAT usage to the HQ USAF and MAJCOM HMMP teams.

**3.3.4.2.1. (Added-AFMC)** The HQ AFMC HMMP Team will designate a team member organization to administer the HMRPP. The designated organization will collect, track, analyze, compile, and report SM metrics. The organization will provide HMRPP metrics data to the Program Executive Officers (PEOs) Designated Acquisition Commanders (DACs), SAF/

AQ, HQ USAF/IL, HQ AFMC, and PEOs/DACs for use as needed to measure progress in minimizing HAZMAT use in weapon system processes. Metrics data will include the number of needs assigned to SMs, the number with SM identified solutions, the number with submitter accepted solutions, the number with funded solutions, and the number with implemented solutions.

3.3.5. The SMs that control the candidate processes will evaluate alternative solutions and costs. This will include, but is not limited to, the following:

3.3.5.1. Identification of alternative materials, equipment, or procedures that can reduce or eliminate the HAZMAT usage.

3.3.5.2. Estimation of the modification costs of each alternative solution and resulting life-cycle costs.

3.3.5.3. Projections of the life-cycle costs of the existing HAZMAT usage for each candidate process, based on the annual cost data provided by the MAJCOMs and the SM's official assessment of the expected life of the process.

3.3.5.4. Evaluations of the ESOH risks and costs associated with each alternative, with the requirement that no alternative create new ESOH risks and costs that exceed the current situation.

3.3.5.5. Prioritized recommendations to the MAJCOM HMMP teams on the alternatives.

3.3.6. The MAJCOM HMMP teams then will decide which, if any, of the SM alternatives to pursue.

3.3.6.1. For those process changes the MAJCOM HMMP team decides to pursue, the HMMP team works with their respective MAJCOM requirements and budget offices to advocate for funding. At this point, the process becomes part of the normal weapon system PPBS.

3.3.6.2. The MAJCOM HMMP teams work with the HQ USAF HMMP team to support and advocate funding through the HQ USAF corporate board.

**3.3.6.3. (Added-AFMC)** The HQ AFMC HMMP Team will recommend which, if any, SM alternatives to pursue that affect processes at AFMC installations.

3.3.7. For those process changes that the MAJCOM and HQ USAF ultimately decide not to fund, the SM will include those process changes in later system modification projects whenever technically and economically feasible.

3.3.8. For those process changes for which there are no engineering solutions and new technology development is necessary, SMs identify through the ESOH TNS those technology development needs for candidate processes.

3.3.9. SMs will update the ESOH TNS on the status of the HMRPP needs for which engineering solutions exist. These updates will indicate funding and implementation status.

3.3.10. HQ AFMC HMMP team manages the overall collection of weapon system HMRPP needs from installations and MAJCOMs as described in paragraph [3.9.1](#).

### ***Section 3C—Weapon System HMRPP Responsibilities***

**3.4. HQ USAF HMMP Team.** The HQ USAF HMMP team will:

3.4.1. Include representatives identified in paragraph 1.1.2.2. and representatives from the HQ USAF requirements and financial management offices.

3.4.2. Advocate for funding as needed.

**3.5. Assistant Secretary for Acquisition (SAF/AQ).** SAF/AQ will incorporate weapon system HMRPP considerations into guidance, as appropriate.

**3.6. HQ USAF/IL.** HQ USAF/IL will:

3.6.1. Incorporate weapon system HRMPP consideration into appropriate MAJCOM guidance.

3.6.2. Ensure that ILE incorporates the HAZMAT usage data required to support the weapon system HMRPP in the DESCIM-approved HAZMAT tracking system requirements.

**3.7. MAJCOMs, FOAs, and DRUs.** For the purposes of the HMRPP, the MAJCOM HMMP team will:

3.7.1. Include representatives identified in paragraph 1.1.2.2. and representatives from the MAJCOM requirements and financial management offices.

3.7.2. Have LG serve as the HMMP team point-of-contact (POC).

**3.7.2.1. (Added-AFMC)** HQ AFMC/LG will serve as the HMRPP point of contact for AFMC HMRPP need submission and evaluations.

3.7.3. Provide installations with guidance for identifying and prioritizing candidate weapon system HAZMAT reduction needs.

3.7.4. Review and prioritize the consolidated installation candidate weapon system HAZMAT reduction needs.

3.7.5. Send validated candidate HAZMAT reduction needs to the office designated in the HMRPP data collection guidance.

3.7.6. Use SM cost data to prepare candidate weapon system HAZMAT reduction funding requests.

3.7.7. Advocate for including these funding requests in the MAJCOM weapon system program objective memorandum process.

**3.7.8. (Added-AFMC)** HQ AFMC/DR will serve as the HMRPP point of contact for the administration of the HMRPP.

**3.8. Installations:**

3.8.1. Installation HMMP Team. For the purposes of the weapon system HMRPP, the HMMP team will:

3.8.1.1. Include representatives identified in paragraph 1.1.2.2. and representatives from the installation financial management office.

3.8.1.2. Ensure that LG serves as the HMMP team POC.

3.8.1.3. Use the ESOH TNS to submit weapon system HMRPP need data.

**3.8.1.3.1. (Added-AFMC)** At AFMC installations, tenant organizations will identify weapon system HMRPP needs through their parent MAJCOM.

- 3.8.1.4. Select the installation's candidate weapon system HAZMAT reduction needs.
- 3.8.1.5. Provide cost data for emission control, permit, and HAZWASTE disposal requirements associated with using the candidate weapon system HAZMAT selected by the HMMP team for reduction.
- 3.8.1.6. Coordinate the installation inputs to the weapon system HMRPP data collection.
- 3.8.2. CE. CE will provide environmental permit and control cost data in support of candidate weapon system HMRPP needs.
  - 3.8.2.1. (Added-AFMC)** Within AFMC, the installation CE or EM will provide environmental permit and control cost data in support of candidate weapon system HMRPP needs.
- 3.8.3. LG. LG will:
  - 3.8.3.1. Ensure that the HAZMART provides a weapon system process usage list with technical data and associated procurement costs as required.
  - 3.8.3.2. Validate the weapon system process usage list provided by the HAZMART.
  - 3.8.3.3. (Added-AFMC)** A functional maintenance representative will be identified and tasked to support the HMMP Team with logistics interests and participation.
- 3.8.4. SG. SG will:
  - 3.8.4.1. Provide BE participation in the HMMP team.
  - 3.8.4.2. Provide consolidated occupational health costs tied to the candidate weapon system process usage list.
- 3.8.5. SE. SE will:
  - 3.8.5.1. Participate in the HMMP team.
  - 3.8.5.2. Identify safety and mishap-related costs tied to the candidate weapon system process usage list.
- 3.8.6. Work Area Supervisors. Work area supervisors will support the weapon system HMRPP data collection effort by providing T.O. and process usage estimates for each HAZMAT, as requested for candidate needs.
  - 3.8.6.1. (Added-AFMC)** AFMC installation work area supervisors will work with the installation HMMP Team and EPC to identify prescribing technical data and process usage estimates. The installation EPC will forward appropriate information to HQ AFMC as a part of the HMRPP data collection process.

### 3.9. Other Specialized Responsibilities.

- 3.9.1. HQ AFMC HMMP Team, Director of Requirements (DR) POC. The HQ AFMC HMMP team, DR POC will:
  - 3.9.1.1. Facilitate and coordinate the collection of weapon system HMRPP needs utilizing the ESOH TNS.
  - 3.9.1.2. Provide each MAJCOM HMMP team (LG POC) with weapon system HMRPP data collection guidance through the ESOH TNS.

**3.9.1.2.1. (Added-AFMC)** HQ AFMC/DR will provide weapon system HMRPP data collection guidance and timelines to the AFMC installation HMMP Team leader for action.

**3.9.1.2.2. (Added-AFMC)** The AFMC installation EPC will submit validated HMRPP needs to the HQ AFMC HMMP team as designated in the HMRPP data collection guidance.

3.9.1.3. Identify the appropriate weapon system SM for each MAJCOM-submitted candidate need, and connect the submitting MAJCOM with the responsible SM.

3.9.1.4. Provide each responsible SM with the appropriate HAZMAT cost and usage data for each candidate need.

3.9.1.5. Identify the responsible SMs to the appropriate MAJCOM need submitter.

3.9.1.6. Track the progress of the resolution of HMRPP needs by SM and report to HQ USAF and MAJCOMs via appropriate quality performance indicators on the numbers of candidate processes, funded process changes, and completed changes.

3.9.1.7. Initiate a formal survey of HMRPP needs. However, MAJCOMs may submit candidate needs at any time.

**3.9.1.7.1. (Added-AFMC)** AFMC personnel are encouraged to submit needs to their installation HMMP teams throughout the year per the HMRPP administrative guidance provided by HQ AFMC/DR.

3.9.2. SM. SMs will:

3.9.2.1. Provide recommendations for addressing each candidate HAZMAT reduction need, specifying investment cost, life-cycle cost, schedule, and performance impacts.

**3.9.2.1.1. (Added-AFMC)** SMs will provide recommendations to the need submitter's MAJCOM HMMP team.

3.9.2.2. Work with other SMs who have similar problems.

**3.9.2.2.1. (Added-AFMC)** HQ AFMC/DR will provide semi-annual (June and December) guidance to help the SM identify the other SMs who have similar problems.

3.9.2.3. Execute HAZMAT reduction projects funded by MAJCOMs. SMs will be accountable for projects funded by MAJCOMs.

3.9.2.4. Catalogue unfunded HAZMAT needs, and, whenever feasible, seek to incorporate them into future weapon system modification and/or upgrade projects.

3.9.2.5. Seek MAJCOM advocacy for funding of any self-initiated HAZMAT reduction project that results from the SM's internal HAZMAT management program.

3.9.2.6. Report progress in resolving identified weapon system HMRPP needs to HQ AFMC/DR.

**3.9.2.6.1. (Added-AFMC)** Semi-annual (January and July) reports will include the number of needs assigned to the SM, the number with SM identified solutions, the number with submitter accepted solutions, the number of funded solutions, and the number with implemented solutions.

## Chapter 4

### AIR FORCE OZONE DEPLETING SUBSTANCE (ODS) MANAGEMENT PROGRAM

#### *Section 4A—ODS Management Program Purpose and Objectives*

**4.1. ODS Management Program Purpose.** In this AFI, the term ODS refers to Class I and Class II ODS listed in [Table 4.1.](#) and [Table 4.2.](#), respectively. By international agreement (i.e. The Montreal Protocol on Substances that Deplete the Ozone Layer), all ODS production is to cease. Consumption, transportation, use, and disposal of ODS are governed by the Clean Air Act 601-618; 42 U.S.C.A. 7671-7671q; 40 CFR 82.1-82.184; and E. O. 12843 Procurement Requirements and Policies for Federal Agencies for Ozone Depleting Substances, Apr 21, 1993. The ODS Management Program mitigates the risks to Air Force capability and costs associated with continued reliance on ODS usage.

4.1.1. Class I ODS. By international agreement, all Class I ODS production effectively ended on 31 December 1995. Continued reliance on Class I ODS usage presents a current and increasing risk to Air Force mission capability and costs.

4.1.2. Class II ODS. By international agreement, all Class II ODS production levels, as of 01 January 1996, became the "base levels" from which incremental reductions will occur until all Class II production has ceased by the year 2030. Dependence on Class II ODS usage beyond the year 2015 will create further risks to Air Force mission capability and costs. The incremental phase out of all Class II ODS production will occur according to the following schedule:

4.1.2.1. 01 January 2004--all Class II ODS production must be reduced by 35 percent from base levels.

4.1.2.2. 01 January 2010--all Class II ODS production must be reduced by 65 percent from base levels.

4.1.2.3. 01 January 2015--all Class II ODS production must be reduced by 90 percent from base levels.

4.1.2.4. 01 January 2020--all Class II ODS production must be reduced by 99.5 percent from base levels.

4.1.2.5. 01 January 2030--all Class II ODS production must cease.

**4.2. ODS Management Program Objectives.** The ODS Management Program objectives include:

4.2.1. Eliminating ODS usage wherever economically and technically feasible.

4.2.2. Managing the allocation of mission critical Air Force supplies of Class I ODS.

4.2.3. Minimizing the release of ODS into the environment.

**Table 4.1. CLASS I Ozone Depleting Substances.**

Halocarbon Number	Molecular Formula	Name
CFC-11	CCl <sub>3</sub> F	Trichlorofluoromethane
CFC-12	CCl <sub>2</sub> F <sub>2</sub>	Dichlorodifluoromethane

Halocarbon Number	Molecular Formula	Name
CFC-113	C <sub>2</sub> Cl <sub>3</sub> F <sub>3</sub>	Trichlorotrifluoroethane
CFC-114	C <sub>2</sub> Cl <sub>2</sub> F <sub>4</sub>	Dichlorotetrafluoroethane
CFC-115	C <sub>2</sub> ClF <sub>5</sub>	Chloropentafluoroethane
Halon 1011	CH <sub>2</sub> BrCl	Bromochloromethane
Halon 1202	CBr <sub>2</sub> F <sub>2</sub>	Dibromodifluoromethane
Halon 1211	CF <sub>2</sub> ClBr	Bromochlorodifluoromethane
Halon 1301	CF <sub>3</sub> Br	Bromotrifluoromethane
Halon 2402	C <sub>2</sub> F <sub>4</sub> Br <sub>2</sub>	Dibromotetrafluoroethane
CFC-13	CClF <sub>3</sub>	Chlorotrifluoromethane
CFC-111	C <sub>2</sub> Cl <sub>5</sub> F	Pentachlorofluoroethane
CFC-112	C <sub>2</sub> Cl <sub>4</sub> F <sub>2</sub>	Tetrachlorodifluoroethane
CFC-211	C <sub>3</sub> Cl <sub>7</sub> F <sub>3</sub>	Heptachlorofluoropropane
CFC-212	C <sub>3</sub> Cl <sub>6</sub> F <sub>2</sub>	Hexachlorodifluoropropane
CFC-213	C <sub>3</sub> Cl <sub>5</sub> F <sub>3</sub>	Pentachlorotrifluoropropane
CFC-214	C <sub>3</sub> Cl <sub>4</sub> F <sub>4</sub>	Tetrachlorotetrafluoropropane
CFC-215	C <sub>3</sub> Cl <sub>3</sub> F <sub>5</sub>	Trichloropentafluoropropane
CFC-216	C <sub>3</sub> Cl <sub>2</sub> F <sub>6</sub>	Dichlorohexafluoropropane
CFC-217	C <sub>3</sub> ClF <sub>7</sub>	Chloroheptafluoropropane
Carbon Tetrachloride	CCl <sub>4</sub>	Tetrachloroethane
Methyl Chloroform	CHCl <sub>3</sub>	Trichloroethane (all isomers)
Methyl Bromide	CH <sub>3</sub> Br	Bromomethane

**Table 4.2. CLASS II Ozone Depleting Substances.**

HCFC Number	Molecular Formula
HCFC-21	CHFCl <sub>2</sub>
HCFC-22	CHF <sub>2</sub> Cl
HCFC-31	CH <sub>2</sub> FCl
HCFC-121	C <sub>2</sub> HFCl <sub>4</sub>
HCFC-122	C <sub>2</sub> HF <sub>2</sub> Cl <sub>3</sub>
HCFC-123	C <sub>2</sub> HF <sub>3</sub> Cl <sub>2</sub>
HCFC-123b	CHCl <sub>2</sub> CF <sub>3</sub>
HCFC-124	C <sub>2</sub> HF <sub>4</sub> Cl
HCFC-124b	CHFCICF <sub>3</sub>
HCFC-131	C <sub>2</sub> H <sub>2</sub> FCl <sub>3</sub>

HCFC Number	Molecular Formula
HCFC-224	C <sub>3</sub> HF <sub>4</sub> Cl <sub>3</sub>
HCFC-225	C <sub>3</sub> HF <sub>5</sub> Cl <sub>2</sub>
HCFC-225ca	CF <sub>3</sub> CF <sub>2</sub> CHCl <sub>2</sub>
HCFC-225cb	CF <sub>2</sub> ClCF <sub>2</sub> CHClF
HCFC-226	C <sub>3</sub> HF <sub>6</sub> Cl
HCFC-231	C <sub>3</sub> H <sub>2</sub> Cl <sub>5</sub>
HCFC-232	C <sub>3</sub> H <sub>2</sub> F <sub>2</sub> Cl <sub>4</sub>
HCFC-233	C <sub>3</sub> H <sub>2</sub> F <sub>3</sub> Cl <sub>3</sub>
HCFC-234	C <sub>3</sub> H <sub>2</sub> F <sub>4</sub> Cl <sub>2</sub>
HCFC-235	C <sub>3</sub> H <sub>2</sub> F <sub>5</sub> Cl



HCFC Number	Molecular Formula
HCFC-132	C <sub>2</sub> H <sub>2</sub> F <sub>2</sub> Cl <sub>2</sub>
HCFC-133	C <sub>2</sub> H <sub>2</sub> F <sub>3</sub> Cl
HCFC-141	C <sub>2</sub> H <sub>3</sub> FCl <sub>2</sub>
HCFC-141b	CH <sub>3</sub> CFCl <sub>2</sub>
HCFC-142	C <sub>2</sub> H <sub>3</sub> F <sub>2</sub> Cl
HCFC-142b	CH <sub>3</sub> CF <sub>2</sub> Cl
HCFC-151	C <sub>2</sub> H <sub>4</sub> FCl
HCFC-221	C <sub>3</sub> HFCl <sub>6</sub>
HCFC-222	C <sub>3</sub> HF <sub>2</sub> Cl <sub>5</sub>
HCFC-223	C <sub>3</sub> HF <sub>3</sub> Cl <sub>4</sub>

HCFC Number	Molecular Formula
HCFC-241	C <sub>3</sub> H <sub>3</sub> FCl <sub>4</sub>
HCFC-242	C <sub>3</sub> H <sub>3</sub> F <sub>2</sub> Cl <sub>3</sub>
HCFC-243	C <sub>3</sub> H <sub>3</sub> F <sub>3</sub> Cl <sub>2</sub>
HCFC-244	C <sub>3</sub> H <sub>3</sub> F <sub>4</sub> Cl
HCFC-251	C <sub>3</sub> H <sub>4</sub> FCl <sub>3</sub>
HCFC-252	C <sub>3</sub> H <sub>4</sub> F <sub>2</sub> Cl <sub>2</sub>
HCFC-253	C <sub>3</sub> H <sub>4</sub> F <sub>3</sub> Cl
HCFC-261	C <sub>3</sub> H <sub>5</sub> FCl <sub>2</sub>
HCFC-262	C <sub>3</sub> H <sub>5</sub> F <sub>2</sub> Cl
HCFC-271	C <sub>3</sub> H <sub>6</sub> FCl

### ***Section 4B—ODS Management Program Organization***

**4.3. Class I ODS Management Program Organization (Table 4.1).** The three organizational components are as follows:

4.3.1. Defense Logistics Agency (DLA) Class I ODS Defense Reserve Management Process. In 1992, the US Congress authorized the establishment of the DLA Class I ODS Defense Reserve stockpile to bridge the gap between the end of Class I ODS production and the elimination of mission critical weapon system Class I ODS requirements. The Defense Reserve is intended to provide time for the Air Force to implement economically and technically feasible substitutes for existing Class I ODS requirements. The Air Force will only use these stockpiled supplies of Class I ODS to meet mission critical Air Force (or other Service) requirements. Only the three Air Force Senior Acquisition Official (SAO) approval authorities, as described in paragraph 4.3.2.4., may authorize these mission critical uses of the stockpiled Class I ODS or approve DLA recommendations on the disposition of Air Force assets in the DLA Class I ODS Reserve.

4.3.2. Class I ODS SAO Approval Process. Section 326 of the Fiscal Year 1993 National Defense Authorization Act requires approval of all contracts requiring a Class I ODS or requiring a contractor to use Class I ODS.

4.3.2.1. The Air Force established the Class I ODS SAO approval process to meet the requirements of Section 326 and to enable effective management of the Defense Reserve stockpile. All Air Force organizations must have valid Class I ODS SAO Approval before:

4.3.2.1.1. Awarding a contract which requires the use, or can only be met by the use, of a Class I ODS.

4.3.2.1.2. Requisitioning Class I ODS from any SOS.

4.3.2.1.3. Requisitioning Class I ODS from the DLA Class I ODS Defense Reserve.

4.3.2.1.4. Procuring Class I ODS locally through a purchase request.

4.3.2.2. SAO approvals granted under this process are intended to allow time to develop and implement economically and technically feasible Class I ODS alternatives, and not to allow business as usual. Therefore, each SAO approval must include the certification of at least one Appro-

appropriate Technical Representative (ATR) stating no economically and technically feasible substitute exists for the Class I ODS requirement.

4.3.2.3. The Air Force has three kinds of Class I ODS SAO approvals, as follows:

4.3.2.3.1. **Weapon System Contract Class I ODS SAO Approvals.** Weapon system or support system contracts which require the use of, or can only be met by, the use of Class I ODS, or which deliver an item containing Class I ODS, must have SAO approval. These SAO approvals grant access to the DLA Class I ODS Defense Reserve on a case-by-case basis.

4.3.2.3.2. **MAJCOM-Wide Facility Halon and Class I ODS Refrigerant SAO Approvals.** These SAO approvals grant authorization for all organic and contractor uses of Class I ODS in support of Air Force facilities. However, MAJCOM-wide facility halon and Class I ODS refrigerant SAO approvals prohibit access to the DLA Class I ODS Defense Reserve and the purchase of Class I ODS.

4.3.2.3.3. **Air Force-Wide Class I ODS Allocation SAO Approvals.** This approval allocates to each MAJCOM amounts of each Class I ODS from the Defense Reserve stockpile. It provides Class I ODS for contractor or organic Air Force personnel to operate and maintain Air Force weapons systems and support systems. Authorized quantities are based on MAJCOM requirements identified by Air Force-wide Class I ODS requirements data calls.

4.3.2.4. Air Force SAO approval authority is limited to Deputy Assistant Secretary for Science, Technology, and Engineering (SAF/AQR), HQ USAF/ILE, and HQ USAF/ILM general officers or civilian equivalents. All three offices must coordinate each SAO approval application before any one of the three offices can issue the final approval.

4.3.3. **Class I ODS Requirements Data Calls.** These Air Force-wide Class I ODS data calls provide the basis for allocation management of Class I ODS from the Defense Reserve. They also provide the basis for Air Force corporate decisions to eliminate Class I ODS requirements from existing weapons systems to reduce long-term requirements below available supplies in the Defense Reserve.

**4.4. Class II ODS Management Program Organization (Table 4.2).** The Air Force will not develop or procure any new weapon or facility systems scheduled to remain in the Air Force inventory beyond 01 January 2020 that require Class II ODS in their operations or maintenance. The Air Force will not modify any existing weapon or facility systems scheduled to remain in the Air Force inventory beyond 01 January 2020 in any manner that adds requirements for Class II ODS in their operations or maintenance. Any one of the three Air Force SAO approval authorities may grant an exception to these prohibitions. The SAO approval process for granting such an exception will be the same as described in paragraph 4.3.2. of this AFI.

#### ***Section 4C—ODS Management Program Responsibilities***

**4.5. SAF/AQ.** SAF/AQR is the primary SAO approval authority within SAF/AQ. When necessary, SAF/AQR may delegate this responsibility to another general officer or civilian equivalent within SAF/AQ. In addition, SAF/AQR will:

4.5.1. Provide guidance defining SM responsibilities under the ODS Management Program.

4.5.2. Provide contract SAO approval application procedures.

- 4.5.3. Provide policy and guidance concerning Air Force-wide Class I ODS SAO approvals.
- 4.5.4. Serve as the office of primary responsibility for conducting Air Force-wide Class I ODS requirements data calls.
- 4.5.5. Serve as the Class I ODS SAO approval focal point for processing and staffing all Air Force SAO approvals and maintain historical SAO approval records.
- 4.5.6. Produce Air Force Class I ODS SAO approval reports as required by the Fiscal Year 1993 National Defense Authorization Act and DoD policy.

**4.6. HQ USAF/IL.** HQ USAF/ILE and HQ USAF/ILM are the primary SAO approval authorities within HQ USAF/IL. In addition, HQ USAF/IL will:

- 4.6.1. Integrate ODS management and conservation into installation and LG processes through policies, procedures, and training.
- 4.6.2. Develop MAJCOM-wide facility halon and Class I ODS refrigerant SAO approval procedures.

**4.7. MAJCOMs, FOAs, and DRUs:**

4.7.1. MAJCOM. MAJCOMs will use their HMMP teams to provide command ODS oversight in order to minimize release of ODS. LG is primarily responsible for ODS in support of weapons systems, and CE is primarily responsible for ODS in support of Air Force facilities. The MAJCOM HMMP team will:

- 4.7.1.1. Ensure MAJCOMs do not exceed their yearly SAO-approved Class I ODS allocation.
- 4.7.1.2. Prohibit purchase of any Class I ODS unless authorized by a valid SAO approval.
- 4.7.1.3. Prohibit use of any Class I ODS not required by a formal technical document (e.g., T.O. or commercial technical manual).
- 4.7.1.4. Prohibit purchase of halon fire extinguishing equipment, and Class I ODS air conditioning and refrigeration equipment for ground applications.
- 4.7.1.5. Reduce atmospheric discharges by modifying operating, training, and testing practices and implementing conservation measures such as recovery, recycling, and reuse.

**4.7.1.5.1. (Added-AFMC)** HQ AFMC will develop policies designed to ensure reduction of atmospheric discharges of ODS and support conservation measures.

- 4.7.1.6. Work with Air Force SMs to identify weapon system ODS elimination opportunities and fund, where economically and technically feasible, weapon system ODS elimination projects.
  - 4.7.1.7. Identify existing Class I ODS supplies that could be reallocated within the MAJCOM.
  - 4.7.1.8. Ensure all MAJCOM excess Class I ODS is turned-in to the DLA Class I ODS Defense Reserve according to approved Air Force turn-in procedures. In addition, MAJCOMs shall ensure that no excess Class I ODS is transferred outside the Air Force, except to the DLA Class I ODS Defense Reserve.
- 4.7.2. MAJCOM LGs. MAJCOM LGs will manage weapon system dependence on ODS and minimize release of ODS. LG will:

4.7.2.1. Manage and track their MAJCOMs Class I ODS SAO allocations through their installations' HAZMARTs to ensure their MAJCOMs do not exceed their yearly SAO-approved ODS allocation.

4.7.2.2. Provide their installations' HAZMARTs with Class I ODS allocations.

4.7.2.3. Identify existing Class I ODS supplies that could be reallocated within the MAJCOM or Air Force.

4.7.2.4. Ensure all MAJCOM excess Class I ODS are turned-in to the DLA Class I ODS Defense Reserve according to approved Air Force turn-in procedures.

4.7.3. MAJCOM CEs. MAJCOM CEs will manage facility dependence on ODS and minimize release of ODS. CE will:

4.7.3.1. Provide a quarterly Class I ODS purchase report. The ODS Purchase Report, RCS: HAF-ILEV(Q)9424, will be released through the DESCIM-approved HAZMAT tracking system, to HQ USAF/ILEV within 45 days after the end of each quarter. These reports are designated Emergency Status Code D. Discontinue reporting during emergency conditions.

**4.7.3.1.1. (Added-AFMC)** HQ AFMC, Command Civil Engineer, Engineering Division (AFMC/CEC) will issue data collection and reporting guidance.

4.7.3.2. Prohibit the purchase of halon fire extinguishing equipment and Class I ODS air conditioning and refrigeration equipment for ground applications.

4.7.3.3. Ensure that each installation has a facility halon management and Class I ODS refrigeration management plan.

4.7.3.4. Identify existing Class I ODS supplies that could be reallocated within the MAJCOM or Air Force.

4.7.3.5. Ensure all MAJCOM excess Class I ODS supplies are turned-in to the DLA Class I ODS Defense Reserve according to approved Air Force turn-in procedures.

4.7.4. AFCESA. AFCESA is responsible for producing semiannual halon reports. AF Form 3521, **Halon 1301 Semiannual Report**, RCS: HAF-ILEV(SA) 9101, and AF Form 3522, **Halon 1211 Semiannual Report**, RCS: HAF-ILEV(SA) 9102, will be sent by each MAJCOM to AFCESA, Fire Protection Directorate by 1 February and 1 August of each year. AFCESA will collect data on halons 1211 and 1301 uses and inventories and send a consolidated report to HQ USAF/ILEVQ by 15 February and 15 August of each year. These reports are designated Emergency Status Code C-2. Continue reporting during emergency conditions, Precedence Normal. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Continue reporting during MINIMIZE.

**4.7.4.1. (Added-AFMC)** HQ AFMC, Command Civil Engineer, Operations Division, (AFMC/CEO) will issue data collection and reporting guidance.

**4.8. Installations.** All personnel using ODS must minimize loss and conduct recovery, recycling, and reuse of ODS to the maximum extent practicable.

**4.8. (AFMC)** In AFMC, the installation commander will ensure policies, procedures and practices are effectively used to eliminate or reduce atmospheric discharges and that conservation measures such as recovery, recycling and reuse are implemented.

4.8.1. CE. CE will:

4.8.1.1. Participate in and lead the HMMP team to provide oversight and coordination of the ODS Management Program.

4.8.1.2. Manage facility air conditioning, refrigeration, and fire suppression equipment using existing CE Class I ODS stocks. Facility Class I ODS requirements may not be met by requisitions from the DLA Class I ODS Defense Reserve or purchase of Class I ODS.

4.8.1.3. Identify all excess facility halons and Class I ODS refrigerants to the MAJCOM and ensure they are reallocated within the MAJCOM or turned-in to the DLA Class I ODS Defense Reserve according to established procedures.

4.8.2. LG. LG will:

4.8.2.1. Participate in the HMMP team.

4.8.2.2. Ensure that the HAZMART tracks Class I ODS requisitions according to Air Force SAO approvals, and ensure the installation does not exceed its annual SAO-approved Class I ODS allocation.

**4.8.2.2. (Added-AFMC)** In AFMC, each organization which requires Class I ODS from contractual support, local purchase and Defense Reserve support will coordinate SAO approval request through the HPP lead and HQ AFMC/LG-EV prior to submission to SAF/AQRE for approval.

4.8.2.3. Manage weapon system Class I ODS according to SAO approvals, and ensure Class I ODS are used only according to formal technical documents (e.g., T.O.s or commercial technical manuals).

4.8.2.4. Identify all excess weapon system halons and Class I ODS refrigerants to the MAJCOM and ensure they are reallocated within the MAJCOM or turned-in to the DLA Class I ODS Defense Reserve according to established procedures.

**4.8.2.4.1. (Added-AFMC)** When an organization determines it has excess ODSs, the excess should be identified and/or turned in to the HPP for disposition. In no instance will ODS refrigerants, Halons or unopened ODS solvents be sold or donated to private industry or turned-in to the Defense Reutilization and Marketing Office (DRMO) for resale.

**4.8.2.4.1.1. (Added-AFMC)** Upon turn-in of excess ODS, the HPP will determine if another installation organization can use the excess. If there is no installation requirement, then the HPP will determine if there are any command (AFMC) requirements. If there are no command requirements, then the HPP will research other Air Force MAJCOM needs. If there are no local installation, AFMC or other AF MAJCOM requirements the excess ODS may be shipped to the ODS Defense Reserve. The current ODS Air Force Turn-In and Requisition Procedures for the ODS Defense Reserve (published annually) applies.

**4.8.2.5. (Added-AFMC)** Establish procedures to ensure that ODS are not intentionally or unintentionally vented into the atmosphere but are recovered and reclaimed when possible.

**4.8.2.5.1. (Added-AFMC)** Document and report all unplanned venting of Class I ODS, most probable cause, amounts vented and corrective actions taken.

4.8.3. Work Area Supervisor. Work area supervisors will:

4.8.3.1. Participate in the HMMP team as necessary.

4.8.3.2. Manage Class I ODS allocations and ensure Class I ODS are used only according to formal technical documents (e.g., T.O.s or commercial technical manuals).

#### **4.9. Other Specialized Responsibilities.**

4.9.1. HQ AFMC Logistics Environmental (HQ AFMC/LG-EV) Office. HQ AFMC/LG-EV is the Air Force liaison with DLA for Class I ODS Defense Reserve administrative issues. LG-EV will:

4.9.1.1. Develop and maintain Class I ODS Defense Reserve turn-in and requisition procedures and distributing those procedures to all MAJCOMs, DRUs, and FOAs.

4.9.1.2. Track Air Force-wide requisitions from and turn-ins to the DLA Class I ODS Defense Reserve.

4.9.1.3. Maintain the Air Force AUL of organizations with SAO approval for access to the Class I ODS Defense Reserve.

4.9.2. SM. SMs will reduce their systems' reliance on ODS to as near zero as feasible. SMs must evaluate the ESOH aspects of any ODS replacement process or material. SMs will not implement ODS alternative processes and materials that pose greater risks to ESOH than the ODS being replaced.

4.9.2.1. In existing systems, SMs will eliminate all ODS requirements for which there are technically and economically feasible alternative processes or materials. MAJCOM system users will provide the final determinations of economic feasibility through the PPBS process.

4.9.2.2. SMs will not bring new (pre-Milestone III as of 1993, defined in DoD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs) systems into the Air Force inventory with any Class I ODS or Class II requirements without SAF/AQ SAO approval.

4.9.2.3. SMs will not add any new Class I or Class II ODS requirements during modification or up-grade programs associated with fielded systems. SMs will evaluate the cost effectiveness of eliminating ODS requirements during any planned modification or upgrade program.

4.9.2.4. In the SAO approval process, SMs provide ATR certification for weapon system Class I ODS requirements.

4.9.2.5. Form Prescribed. AF Form 3952, **Chemical/Hazardous Material Request/Authorization**.

WILLIAM P. HALLIN, Lt General, USAF  
DCS/Installation and Logistics

## Attachment 1

## GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

***References***

AFPD 16-5, *Planning, Programming, and Budgeting System*

AFPD 23-2, *Supplies and Materiel Management*

AFPD 23-5, *Reusing and Disposing of Material*

AFPD 32-70, *Environmental Quality*

AFPD 91-3, *Occupational Safety and Health*

AF Form 9, **Request for Purchase**

AF Form 55, **Employee Safety and Health Record**

AF Form 847, **Recommendation for Change of Publication**

AF Form 3521, **Halon 1301 Semiannual Report, RCS: HAF-ILEV(SA)9101**

AF Form 3522, **Halon 1211 Semiannual Report, RCS: HAF-ILEV(SA)9102**

AF Form 3952, **Chemical/Hazardous Material Request/Authorization**

AFI 16-501, *Control and Documentation of Air Force Programs*

AFI 25-201, *Support Agreement Procedures*

AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*

AFI 32-7001, *Environmental Budgeting*

AFI 32-7005, *Environmental Protection Committees*

AFI 32-7006, *Environmental Programs in Foreign Countries*

AFI 32-7042, *Solid and Hazardous Waste Compliance*

AFI 32-7087, *Environmental Training and Awareness*

AFI 48-119, *Medical Service Environmental Quality Programs*

AFI 63-118, *Civil Engineering, Research, Development, and Acquisition*

AFI 91-213, *Operational Risk Management (ORM) Program*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, Health Program*

AFMAN 23-110, *Standard Base Supply Customer's Service*

AFMAN 23-110, Chapter 21, Section X, *Disposal of Hazardous Waste*

AFMAN 23-210, *Joint Service Manual for Storage and Materials Handling*

AFMAN 23-210, *Storage and Material Handling*

AFOSH Standard 91-31, *Personnel Protective Equipment*

AFOSH Standard 91-19, *Process Safety Management (PSM) of Highly Hazardous Chemicals*

AFOSH Standard 127-32, *Emergency Showers and Eyewash Units*

AFOSH 48-21, *Hazard Communication*

AFTO Form 22, *Technical Order Improvement Report and Reply*

AFR 69-9, *Storage and Handling of Hazardous Material*

DoD 5000.2-R, *Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs*

DoDI 1000.3, *Safety and Occupational Health Policy for the Department of Defense*

DoDI 4165.60, *Solid Waste Management, Collection, Disposal, Resource Recovery, and Recycling Program*

DoDI 4210.15, *Hazardous Material Pollution Prevention*

DoDI 6050.1, *Environmental Effects in the United States of DoD Actions*

DoDI 6050.5, *DoD Hazard Communication Program*

DoDI 6055.01, *DoD Occupational Safety and Health Program*

Federal Standard 313D, *Material Safety Data, Transportation Data, and Disposal Data For Hazardous Materials Furnished to Government Activities*

10 CFR, *Nuclear Regulatory Commission*

29 CFR, *Occupational Safety and Health Administration*

29 CFR 1910, *Occupational Safety and Health Administration*

29 CFR 1910 Subpart Z, *Toxic and Hazardous Substances*

29 CFR 1910.119, *Process Safety Management*

29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*

29 CFR 1910.132, *Personal Protective Equipment--General Requirements*

29 CFR 1910.1200, *Hazard Communication*

40 CFR, *Environment*

49 CFR, *Transportation*

### ***Abbreviations and Acronyms***

**AF**—Air Force

**AFCEE**—Air Force Center for Environmental Excellence

**AFCESA**—Air Force Civil Engineering Support Agency

**AFCQMI**—Air Force Center for Quality and Management Innovation

**AFI**—Air Force instruction

**AFJMAN**—Air Force joint manual

**AFOSH**—Air Force Occupational Safety and Health



**AFTO**—Air Force technical order  
**AQ**—Air Force Assistant Secretary for Acquisition  
**AQR**—Deputy Assistant Secretary for Science, Technology, and Engineering  
**ATR**—Appropriate technical representative  
**AUL**—Authorized users list  
**BE**—Bioenvironmental engineering  
**BPA**—Blanket purchase agreement  
**CE**—Civil engineer  
**CFR**—Code of Federal Regulations  
**CPE**—Chemical protection equipment  
**CS**—Communication squadron  
**DESCIM**—Defense Environmental Security Corporate Information Management  
**DLA**—Defense Logistics Agencies  
**DoD**—Department of Defense  
**DR**—Director of requirements  
**DRMO**—Defense re-utilization and marketing office  
**DRU**—Direct reporting unit  
**EM**—Environmental manager  
**EPC**—Environmental protection committee  
**ESOH**—Environmental, Safety, and Occupational Health  
**ESOHC**—Environmental, Safety, and Occupational Health Committee  
**ESOH TNS**—Environmental, Safety, and Occupational Health Technology Needs Survey  
**FOA**—Field operating agency  
**HAZMAT**—Hazardous materials  
**HAZWASTE**—Hazardous waste  
**HMMP**—Hazardous materials management process  
**HMRPP**—Hazardous materials reduction prioritization process  
**HPP**—HAZMAT Pharmacy Program  
**HQ AFMC**—Headquarters, Air Force Materiel Command, Wright-Patterson AFB OH  
**HQ USAF**—Headquarters, United States Air Force, Washington DC  
**HQ USAF/SG**—Surgeon general  
**IL**—Deputy Chief of Staff for Installations and Logistics

**ILE**—Headquarters, United States Air Force Civil Engineer

**HQ USAF ILEVQ**—Headquarters, United States Air Force Civil Engineer Environmental Quality Branch

**ILM**—Director of maintenance

**ILS**—Director of supply

**IMPAC**—International merchant purchase authorization card

**LG**—Logistics group

**LGC**—Contracting squadron

**LG-EV**—Logistics environmental

**MAJCOM**—Major command

**MSDS**—Material safety data sheet

**ODS**—Ozone depleting substance

**OSHA**—Occupational Safety and Health Administration

**POC**—Point of contact

**PPBS**—Planning, programming, and budgeting system

**SAF**—Secretary of the Air Force

**SAO**—Senior acquisition official

**SE**—Safety or chief of safety

**SG**—Command surgeon

**SM**—Single manager

**SOS**—Sources of supply

**SPO**—Systems program office

**T.O.**—Technical order

**XP**—Plans and operations

### *Terms*

**Appropriate Technical Representative (ATR)**—The individual responsible for certifying that there are no technically and economically feasible alternatives for an existing ozone depleting substance (ODS) requirement. It must be the person who has the authority to change the process or design that requires the use of the ODS, e.g., the single manager (SM) of a weapon system.

**Authorized Users List (AUL)**—A list maintained by the hazardous materials pharmacy office (HAZMART) showing all installation-level work areas authorized to use hazardous materials (HAZMAT).

**Data Field**—The smallest element (numeric or alpha-numeric) of data in the Defense Environmental Security Corporate Information Management (DESCIM) Program-approved HAZMAT tracking system.

It has a finite length and number of characters.

**DLA Defense Reserve**—Source of Supply for future DOD mission critical ODS requirements. Requires senior acquisition official approval before use.

**Hazardous Material (HAZMAT)**—Any item or class of items referenced in Federal Standard 313D, paragraph 3.2 and all Class I and Class II ODS. Federal Standard 313D paragraph 3.2 reads as follows:

3.2.1. Any item or chemical which is a “health hazard” or “physical hazard” as defined by OSHA in 29 CFR 1910.1200, which includes the following:

- chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes;
- chemicals which are combustible liquids, compressed gases, explosives, flammable liquids, flammable solids, organic peroxides, oxidizers, pyrophorics, unstable (reactive) or water reactive; and
- chemicals which in the course of normal handling, use, or storage operations may produce or release dusts, gases, fumes, vapors, mists, or smoke which may have any of the above characteristics.

3.2.2. Any item or chemical which is reportable or potentially reportable or notifiable as inventory under the reporting requirements of the Hazardous Chemical Reporting (40 C.F.R. Part 370), or as an environmental release under the reporting requirements of the Toxic Chemical Release Reporting: Community Right to Know (40 C.F.R. Part 372), which includes the following:

- chemicals with special characteristics which in the opinion of the manufacturer can cause harm to people, plants, or animals when released by spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other receptacles).

3.2.3. Any item or chemical which, when being transported or moved, is a risk to public safety or an environmental hazard and is regulated as such by one or more of the following:

- Department of Transportation HAZMAT Regulations (49 C.F.R. Parts 100-180);
- International Maritime Dangerous Goods Code of International Maritime Organization (IMO);
- Dangerous Goods Regulations of the International Air Transport Association (IATA);
- Technical Instructions of the International Civil Aviation Organization (ICAO); and
- US Air Force Joint Manual, Preparing HAZMAT for Military Shipments (AFJMAN 24-2204).

3.2.4. The item or chemical is a special nuclear source, or by-product material defined in 10 CFR or is regulated or referred to as radioactive under one or more of the documents referenced above.

**Hazardous Material Management Process (HMMP)**—A standard methodology used to manage the procurement and use of HAZMAT to support Air Force missions, ensure the safety and health of personnel and surrounding communities, and minimize Air Force dependence on HAZMAT. The HMMP is composed of three co-dependent areas: the HAZMAT Pharmacy Program, the Weapon Systems Hazardous Materials Reduction Prioritization Process and the ODS Management Program.

**Hazardous Material Management Process (HMMP) Teams**—At each level (HQ USAF, MAJCOM, and installations) the Environmental Protection Committee (EPC) or Environmental, Safety, and Occupational Health Committee (ESOHC) chair will establish a cross-functional HMMP team. The

HMMP team will be led by civil engineering (CE) and will report to the EPC or ESOHC chair. The HMMP team will include, but is not limited to, representatives from CE, LG (representing supply, maintenance, transportation, and contracting), surgeon general (SG), and safety (SE). Other functional representatives such as legal, finance, requirements, public affairs, and tenant organizations are encouraged to be members of the HMMP team.

**Hazardous Waste (HAZWASTE)**—Any material subject to the hazardous waste manifest requirements of Environmental Protection Agency specified in 40 C.F.R. Part 262 and meets the definition in 40 C.F.R. § 261.3 according to AFI 32-7042, *Solid and Hazardous Waste Compliance*.

**HAZMART**—The facility on an Air Force installation where LG personnel stock, store, issue, and distribute HAZMAT using the standard base supply system.

**Life-Cycle Cost**—Direct life cycle costs include purchase, handling, and disposal. Indirect life cycle costs include reduced work area productivity, worker compensation and lost time, medical surveillance, training, environmental permitting and reporting, cleanup, and inspection and auditing.

**Medical Supply Items**—Those items purchased through the Medical Dental Division of the Air Force Working Capital Fund as required in AFMAN 23-110, *Air Force Medical Material Management System-General*. **NOTE:** AFMAN 23-110, Volume 5, paragraph 25.4.3.6 requires medical logistics to provide a monthly report of hazardous material purchases.

**Owner of Requirement to use HAZMAT**—The person or office establishing the requirement to use HAZMAT or ODS in a process, e.g., a weapon system SM responsible for a Technical Order calling for the use of HAZMAT is the owner of the requirement.

**Ozone Depleting Substance (ODS)**—Refers to Class I and Class II ODS as defined by the Montreal Protocol on Substances that Deplete the Ozone Layer.

**Partially Decentralized Option**—Consists of a separate facility (known as HAZMART) where supply personnel stock, store, issue, distribute, and track hazardous materials. The HAZMART is a physical structure that serves as the focal point for the HAZMAT Pharmacy Program. Other specialties such as bioenvironmental engineering, civil engineering, safety, contracting, and maintenance manage their portion of the operation from their own organization.

**Process**—As used when filling out AF Form 3952, refers to a task broken down in order to identify how a particular HAZMAT is used. For example, a painting task may include a series of processes such as cleaning, priming, and then painting. Because each of these processes requires a separate HAZMAT, three AF Forms 3952 are required. Cleaning a turbine blade may be a process that requires only one HAZMAT, therefore only one AF Form 3952 would be required. All uses of HAZMAT on installations must be related to a defined process.

**Report Owner**—Any organization requiring data from the HAZMAT data system to complete required reports.

**Recovered Material**—Partially used, waste materials, and by-products recovered or diverted from solid waste, excluding those materials and by-products generated from, and commonly reused within, an original manufacturing process.

**Recycle**—The process by which recovered materials are transformed into new or usable products.

**Senior Acquisition Official (SAO)**—The SAF/AQR, HQ USAF/ILE, or HQ USAF/ILM General Officer or civilian equivalent for approving an ODS requirement based on an ATR certification that there

are no technically and economically feasible alternatives.

**Single Manager (SM)**—The Air Force acquisition program manager is defined in DODD 5000.1, Defense Acquisition. SMs are responsible for all aspects of planning, development, sustainment, and evolution of the systems or products their program offices acquire and support. The Air Force has approximately 70 SMs, although this number will vary as the Air Force continues to reorganize to improve efficiency and effectiveness. Program Management Directives (PMDs) identify the SMs and funding sources and amounts for individual programs. SMs do not advocate for funding; that is the responsibility of the MAJCOMs that employ the systems or products provided and supported by the SMs. These MAJCOMs also define the cost, schedule, and performance requirements that the SMs must meet.

There are two types of Air Force SM. The first is the System Program Director (SPD). The SPD directs Air Force System Program Offices (SPOs), and is ultimately responsible and accountable for decisions and most resources in overall program execution of a military system. The SPD is accountable for the cost, schedule, and performance (to include sustainment) of the program.

The second type of SM is the Product Group Manager (PGM). The PGM directs the acquisition activities (to include sustainment) for a specific product group that supports one or more SPDs. The PGM is responsible for decisions and resources and is accountable for the cost, schedule, and performance (to include sustainment) of a specific product group.

A single Air Force weapon system may have multiple SMs who have responsibility for the cost, schedule, performance (to include sustainment) of various components of the overall system. For instance, a typical Air Force aircraft has a single SPD responsible for the airframe and overall integration of the aircraft systems. In addition, a typical Air Force aircraft will have several PGMs that provide "products" such as avionics, engines, armaments, electronic counter measures, etc.

**Sources of Supply (SOS)**—SOS include all Air Force-controlled supply organizations and other SOS operating on an installation. Other SOS include, but are not limited to, contractor-operated civil engineer supply store, government-operated civil engineer supply store, base maintenance contractors, contractor-operated parts store, and nonappropriated funds.

**User**—Anyone or any organization utilizing hazardous material in the performance of their Air Force mission.

**Weapon System Hazardous Materials Reduction Prioritization Process—(HMRPP)**--The weapon system HMRPP is the Air Force's methodology for institutionalizing the integration of weapon system hazardous material reduction requirements into the weapon system requirements identification, prioritization, funding and execution processes.

**Weapon System Process Usage List**—The quantity of HAZMAT used in each weapon system process.

**Work Area**—A definable location where work is performed. This can be outdoors (e.g., an aircraft trim pad) or indoors (e.g., a welding shop). Work areas may be administrative or industrial. Synonymous with work center.

**Attachment 2****AIR FORCE (AF) FORM 3952, CHEMICAL/HAZARDOUS MATERIAL REQUEST/AUTHORIZATION FORM**

**A2.1. Instructions.** AF Form 3952, **Chemical/Hazardous Material Request/Authorization Form** documents the hazardous material (HAZMAT) authorization process and establishes a standardized procedure for requesting and authorizing HAZMAT through all sources of supply (SOS). Work area supervisors use AF Form 3952 to initiate a request for HAZMAT. This request provides information required to support the Air Force HAZMAT Management Process.

**A. Part I—Material Request:** After completing Part I, work area supervisors send AF Form 3952 to the HAZMART or other appropriate SOS.

**SECTION I. REQUESTOR INFORMATION—**Complete items 1 through 7.

1. TYPE OF REQUEST—Initial or recurring.
2. PROCESS CODE—EMIS process code that can be obtained from either the HAZMART or the bioenvironmental engineer.
3. COMMAND/ORGANIZATION/OFFICE SYMBOL--Self explanatory.
4. WORKCENTER TITLEæSelf explanatory.
5. SUPPLY ACCOUNT CODE(S) æSelf explanatory.
6. BUILDING NUMBER—Building where HAZMAT will be used.
7. LOCATION—Specific location in building identified in box 6, where HAZMAT will be used.

**SECTION II. MATERIAL INFORMATION—**Complete items 8 through 15.

8. MATERIAL NAME—Common name or description of the HAZMAT requested.
9. NSN/LSMN—National or local stock number of the HAZMAT.
10. UNIT OF ISSUEæSelf explanatory.
11. MATERIAL SPECIFICATION—Military or commercial specification of the HAZMAT.
12. DRAW AMOUNT—Quantity and unit amount of HAZMAT taken by user. Example: 14 ounces, or 10 pounds, or one quart.
13. DRAW FREQUENCY—How often the HAZMAT will be needed.
14. SOLE SOURCE MANUFACTURER NAME/CAGE—Self explanatory.
15. SOLE SOURCE PART NUMBER/TRADE NAME—Self explanatory.

**SECTION III. REQUIRING DOCUMENT(S)—**Complete items 16a through 16e. Identify the justification document(s) that require the use of the requested HAZMAT such as a technical order (TO), owner/operator manual, work specification, or drawing. Attach a copy of the document or pertinent page for first

time requests. Enter the TO or document number, the relevant paragraph, page, and revision change number. Also, provide the document revision date.

16a. DOCUMENT NUMBER—Self explanatory.

16b. PARAGRAPH NUMBER—Relevant paragraph requiring use of HAZMAT.

16c. PAGE NUMBER—Relevant page number requiring use of HAZMAT.

16d. REVISION/CHANGE—Document revision/change number.

16e. REVISION/CHANGE DATE—Self explanatory.

**SECTION IV. PROCESS INFORMATION—Complete items 17 through 23.**

17. IS THIS REQUEST FOR A NEW WORKLOAD OR PROCESS IN THIS SHOP? Self explanatory.

18. TASK--A full description of the work activity and process in which the HAZMAT in question is used. If necessary, provide the following information:

Application method, including but not limited to: hand, brush, spray, spatula/putty knife, cloth, roller, dipping, pouring, squeeze bottle, hose, spray gun/nozzle, and vapor condensation.

Type of industrial equipment, such as open tanks, closed tanks, vapor degreaser, spray booth, mechanical equipment, or liquid-tight equipment (closed system) in which the HAZMAT will be used.

If the HAZMAT is transferred to industrial equipment list the equipment number and specify whether the transfer will occur by pouring, pumping, or another method.

Method by which the HAZMAT will be or has been mixed (hand; mixer, open container; mixer, closed container; etc.), heated (oven, soldering iron, torch, etc.), or abraded (wire brush, sander, grinder, etc.).

19. AMOUNT OF MATERIAL USED PER TASK—Self explanatory (this amount is different from DRAW AMOUNT in box 12. For example, a user wishing to change the oil of four vehicles would draw 20 quarts of oil, but use five quarts per vehicle. The five quarts should be listed in this box).

20. FREQUENCY OF TASK—Self explanatory.

21. FREQUENCY OF TASK—Self explanatory.

22. DESCRIBE ANY ENGINEERING CONTROLS IN USE DURING THE PROCESS—Such as exhaust/ventilation systems, enclosures, covered tanks, cooling coils, etc.

23. INDICATE ANY PERSONAL PROTECTIVE EQUIPMENT (PPE) CURRENTLY BEING USED IN CONJUNCTION WITH THIS PROCESS—List any PPE used while performing this task. Include eye, face, body, foot, and hand protection; and manufacturer and model number for both respirator and cartridge.

24. DESCRIBE THE METHOD OF DISPOSAL FOR THE WASTE THAT IS GENERATED—Typical responses include, but are not limited to: totally consumed in process, partially consumed in process, recycled on-site, drummed/containerized, sanitary sewer, storm sewer, industrial drain, bulk, recycled off-site, and air emission.

**SECTION V. REMARKS**

25. PROVIDE ADDITIONAL INFORMATION—Self explanatory.

**SECTION VI. CERTIFICATION**—Complete items 24 through 29

26a. REQUESTOR'S NAME, ORGN SYMBOL, AND PHONE—For the individual performing the task.

26b. SIGNATURE—Self explanatory.

26c. DATE—Self explanatory.

27a. CERTIFYING OFFICIAL'S NAME, ORGN SYMBOL, AND PHONE—Workcenter supervisor who certifies that the material is required as stated.

27b. SIGNATURE—Self explanatory.

27c. DATE—Self explanatory.

**B. Part II—Material Authorization:** Bioenvironmental engineering (BE), safety (SE), and civil engineering (CE) offices must review Part I of each AF Form 3952 and complete part II.

**Section I. HEALTH REVIEW.** BE will evaluate Part I of AF Form 3952 and document in Part II, Section I of AF Form 3952 HAZMAT request-associated health risks and control options and authorize requested HAZMAT use as appropriate. Reviews will include HAZMAT-related work area surveys. The authorization will identify any conditions of use such as engineering controls and mandatory health measures. The authorization also may serve as a certification of the appropriate personal protective equipment (PPE).

**Section II. OCCUPATIONAL SAFETY REVIEW.** SE will evaluate Part I of AF Form 3952 and document in Part II, Section II of AF Form 3952 safety risks and control options and authorize requested HAZMAT use as appropriate. Reviews will include HAZMAT-related work area safety surveys. The authorization will identify conditions of use such as administrative and engineering controls and PPE.

**Section III. Environmental Management Review.** CE will evaluate Part I of AF Form 3952 and document in Part II, Section III of AF Form 3952 environmental requirements and control options. Reviews will include HAZMAT-related work area surveys such as environmental controls, environmental permits, disposal restrictions, and ozone depleting substance approvals.



Figure A2.1. Sample AF Form 3952.

CHEMICAL/HAZARDOUS MATERIAL REQUEST/AUTHORIZATION FORM PART I: MATERIAL REQUEST			1. TYPE OF REQUEST	2. PROCESS CODE
<b>SECTION I. REQUESTOR INFORMATION</b>				
3. COMMAND/ORGANIZATION/OFFICE SYMBOL:			4. WORKCENTER TITLE:	
<b>SECTION II. MATERIAL INFORMATION</b>				
5. SUPPLY ACCOUNT CODE(S)		6. BUILDING NUMBER	7. LOCATION ( <i>Be specific</i> )	
8. MATERIAL NAME		9. NSN/LSN		10. UNIT OF ISSUE
11. MATERIAL SPECIFICATION		12. DRAW AMOUNT		13. DRAW FREQUENCY
14. SOLE SOURCE MANUFACTURER NAME/CAGE			15. SOLE SOURCE PART NUMBER/TRADE NAME	
<b>SECTION III. REQUIRING DOCUMENT(S)</b>				
16a. DOCUMENT NUMBER	16b. PARAGRAPH NUMBER	16c. PAGE NUMBER	16d. REVISION/CHANGE NUMBER	16e. REVISION/CHANGE DATE
<b>SECTION IV. PROCESS INFORMATION</b>				
17. IS THIS REQUEST FOR A NEW WORKLOAD OR PROCESS IN THIS SHOP? ( <i>Circle one</i> ):      Y      N				
18. TASK (Fully describe work activity and process in which this material is used).				
19. AMOUNT OF MATERIAL USED PER TASK				
20. FREQUENCY OF TASK		21. DURATION OF TASK		
22. DESCRIBE ANY ENGINEERING CONTROLS IN USE DURING THE PROCESS ( <i>such as exhaust/ventilation systems, enclosures, covered tanks, cooling coils, etc.</i> )				
23. INDICATE ANY PERSONAL PROTECTIVE EQUIPMENT (PPE) CURRENTLY BEING USED IN CONJUNCTION WITH THIS PROCESS				
24. DESCRIBE THE METHOD OF DISPOSAL FOR THE WASTE THAT IS GENERATED				
<b>SECTION V. REMARKS</b>				
25. PROVIDE ADDITIONAL INFORMATION				
<b>SECTION VI. CERTIFICATION</b>				
26a. REQUESTOR'S NAME, ORGN SYMBOL, AND PHONE		26b. SIGNATURE "I certify that the material will be used as stated above."		26c. DATE
27a. CERTIFYING OFFICIAL'S NAME, ORGN SYMBOL, AND PHONE		27b. SIGNATURE "I certify that the material is required as stated above."		27c. DATE

AF FORM 3952, PART I

Figure A2.1. Continued.

CHEMICAL/HAZARDOUS MATERIAL REQUEST/AUTHORIZATION FORM			
PART II: MATERIAL AUTHORIZATION			
SECTION I. HEALTH REVIEW (To be filled in by Bioenvironmental Engineering)			
<input type="checkbox"/> AUTHORIZED	<input type="checkbox"/> AUTHORIZED WITH CONDITION	<input type="checkbox"/> NOT AUTHORIZED	
REMARKS:			
For information on specific health hazards or precautions for use, consult the manufacturer's MATERIAL SAFETY DATA SHEET (MSDS) or your BIOENVIRONMENTAL ENGINEERING REVIEWER			
BIOENVIRONMENTAL ENGINEERING REVIEWER'S NAME, TITLE, ORGANIZATION, OFFICE SYMBOL, AND PHONE No.		SIGNATURE	DATE
SECTION II. OCCUPATIONAL SAFETY REVIEW (To be filled in by Safety)			
<input type="checkbox"/> AUTHORIZED	<input type="checkbox"/> AUTHORIZED WITH CONDITION	<input type="checkbox"/> NOT AUTHORIZED	
REMARKS:			
SAFETY OFFICE REVIEWER'S NAME, TITLE, ORGANIZATION, OFFICE SYMBOL, AND PHONE No.		SIGNATURE	DATE
SECTION III. ENVIRONMENTAL MANAGEMENT REVIEW (To be filled in by Environmental Management)			
<input type="checkbox"/> AUTHORIZED	<input type="checkbox"/> AUTHORIZED WITH CONDITION	<input type="checkbox"/> NOT AUTHORIZED	ODS Approval Number
REMARKS:			
ENVIRONMENTAL REVIEWER'S NAME, TITLE, ORGANIZATION, OFFICE SYMBOL, AND PHONE No.		SIGNATURE	DATE
<p><b>ANY</b> changes to the conditions or process stated on the AF Form 3952 invalidate this authorization. Notify the HAZMART of any changes or resubmit your AF Form 3952. The information on this form is superseded by the next Authorized User List (AUL) provided by the HAZMART. This authorization is also condition on applicable Environmental, Occupational Health, and Safety requirements (if any).</p>			

AF FORM 3952, PART II